FILED
OCT 24 1978
LAURENCE P. HENIGAN, Clerk
By ..... Deputy

AGREEMENT NO. 78-311

(Amendment of Lease Agreement)

THIS AMENDMENT OF LEASE AGREEMENT is made on October 24, 1978, between FRIENDS OF THE CLARKSBURG PUBLIC LIBRARY, hereinafter referred to as LESSOR, and the County of Yolo, a political subdivision of the State of California, hereinafter referred to as LESSEE, who agree as follows:

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This amendment of lease agreement is made with reference to the following facts and objectives:

1. LESSOR and LESSEE entered into a written lease agreement dated August 25, 1975, known as Yolo County Agreement No. 75-264.

2. In said Agreement No. 75-264, LESSOR leased to LESSEE, and LESSEE leased from LESSOR, premises described as follows:

> All of Lots 5 and 6, Block K of Holland Land Co. Subdivision No. 10-A, Clarksburg, Yolo County, California, and, of the building located thereon, that portion of the said building which has heretofor been leased to "Lessee", for the purposes of housing the Clarksburg Branch Library, and which was the earlier constructed portion of the above described building, containing 1850 sq. ft. more or less; EXCEPTING THEREFROM the Southerly portion of the aforesaid building, which is the later constructed portion of the aforesaid building.

3. The term of this lease expires on August 24, 1980.

4. The parties desire to amend the lease in several respects.

AGREEMENTS:

1. TERM. The term of the lease agreement shall remain as stated in paragraph 2 ("Term") of said Yolo County Agreement 75-264. The term of this amendment to said lease shall commence on August 1, 1978 and shall expire on August 31, 1979.

2. RENT. Paragraph 3 ("Rent") of the lease shall be deleted in its entirety for the term of this amendment and there shall be inserted in its place the following:

LESSEE shall pay rent in the amount of ONE DOLLAR ($1.00) for the entire term of this lease amendment.

3. UTILITIES. Paragraph 4.a. ("Utilities") of the lease shall be deleted in its entirety for the term of this amendment and there shall be inserted in its place the following:

LESSOR shall pay all utilities which service the described premises including electricity, heating, cooling, water, sewage, telephone, garbage, and waste disposal.

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4. MAINTENANCE. Paragraph 5 ("Maintenance") of the lease shall be deleted in its entirety for the term of this amendment and there shall be inserted in its place the following:

a. LESSOR at its own expense during the term of this lease shall provide and maintain the following: roof, exterior and interior walls, ceilings, glazing, all windows, all doors and all mechanical facilities of the leased premises including all mechanical facilities of the leased premises including all electrical fixtures, all plumbing and water pipes and fixtures, a hot water heater, all heating and air conditioning and fixtures, and all flooring, and all painting and glazing of the entire premises, both interior and exterior.

LESSOR shall at its own expense provide for the cleaning and replacement of all carpeting located in the leased premises.

4. b. LESSEE shall not do anything on the premises that will cause damage to the premises, nor shall LESSEE use the premises in any manner that will constitute waste, nuisance, or unreasonable annoyance to the owners or occupants of adjacent properties. LESSEE shall not make any structural or exterior alterations without the LESSOR's written consent.

c. LESSOR shall replace at its expense all light globes and starters required during the term of this lease or any

renewal hereof.

d. LESSOR shall provide for all janitorial and gardening services required on the premise.

5. EFFECTIVENESS OF LEASE AMENDMENT. Except as set forth in this amendment of lease agreement, all the provisions of Lease Agreement No. 75-264 shall remain unchanged and in full force.

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IN WITNESS WHEREOF, the parties hereto have executed this lease agreement the day and year first written above.

COUNTY OF YOLO, a political subdivision of the State of California
LESSEE

By: Arthur H. Edwards
CHAIRMAN OF THE BOARD OF SUPERVISORS

ATTEST:
LAURENCE P. HINIGAN, Clerk

By: Pete E. Lucas
(DEPUTY)

(SEAL)

FRIENDS OF THE CLARKSBURG PUBLIC LIBRARY,
Clarksburg, California
LESSOR

By: Peter T. Hunn

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By: Robert Abbott
DEPUTY COUNTY COUNSEL

BK

FILED
OCT 24 1978
LAURENCE P. HENIGAN, Clerk
By _____ Deputy

AGREEMENT NO. 78-312

(Amendment of Lease Agreement)

THIS AMENDMENT OF LEASE AGREEMENT is made on October 24, 1978, between the County OF YOLO, a political subdivision of the State of California ("LANDLORD"), and CLARENCE DANIELSON, 211 Buena Tierra, Woodland, California, 95695 ("TENANT"), who agree as follows:

RECITALS:

This amendment of lease agreement is made with reference to the following facts and objectives:

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1. The LANDLORD and TENANT entered into a written lease agreement dated November 23, 1976, known as Yolo County Agreement No. 76-313.

2. In said Agreement No. 76-313, LANDLORD leased to TENANT, and TENANT leased from LANDLORD, a portion of the County Farm for the purpose of producing a crop consisting of barley and/or wheat.

3. The term of said Agreement expired on October 31, 1977, and was extended to October 31, 1978 by Yolo County Agreement No. 78-354.

4. The parties desire to continue the term of the lease for an additional period of one (1) year.

5. Additionally, the parties desire to amend Lease Agreement No. 76-313 in several ways.

AGREEMENTS:

1. Description. The following amendment shall be added to paragraph 1 of Lease Agreement No. 76-313: "Excepting approximately two (2) acres at the eastern edge of the described property, said two (2) acres consisting of the right-of-way of the extension of Cottonwood Street; and, approximately 2.6 acres at the southeast corner of the

premises, said exclusion extending 225 feet north of the existing southern boundary between the Cottonwood Street extension and the Juvenile Hall.

2. Commencement of Term. Paragraph 2 of Lease Agreement No. 76-313 shall be deleted in its entirety and there shall be inserted in its place the following: "The term of the lease shall commence on November 1, 1978 and shall terminate on October 31, 1979."

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3. Possessory Interest. The following amendment shall be added as paragraph 17 of Lease Agreement No. 76-313:

"Possessory Interest. Notice is hereby given that this written contract may be one with a private party whereby a possessory interest subject to property taxation is created. Such property interest may be subject to property taxation if created, and the party in whom the possessory interest is vested may be subject to payment of property taxes levied on such interest."

4. Effectiveness of Lease Agreement. Except as set forth in this amendment of lease agreement, all provisions of Lease Agreement No. 76-313 shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

COUNTY OF YOLO, a political subdivision of the State of California

By _____
CHAIRMAN OF THE BOARD OF SUPERVISORS
LANDLORD

ATTEST:

LAURENCE P. HENIGAN, CLERK

By _____
Deputy

(SEAL)

By _____
CLARENCE DANIELSON
TENANT

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By _____
DEPUTY COUNTY COUNSEL

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-313

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Winters Joint Unified School District

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Winters Joint Unified School District hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Youth Employment and Training Program

Address

101 Grant Avenue

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City

NOV 27 1978

Phone

Winters, CA 95694

LAURENCE P. HENIGAN, Clerk

795-4585

Program Director

By Debra E. Conley Deputy

Howard Hupe

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on November 30, 1978.

The total amount of the SUBGRANT is $596.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Howard M. Hupe Prog. Director	Arthur H. Edmonds OCT 24 1978
Name and Title Date	Name and Title Date
William Oser Federal Projects Director 10/20/78	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Winters Joint Unified School District hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

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(f) Making maximum efforts to achieve the provisions of the plan.

2. Winters Joint Unified School District is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) CETA Title III Operating Budget and Schedules

(g) Non-financial Agreement

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

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The term of this SUBGRANT shall begin October 1, 1978, and shall end November 30, 1978, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $596, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR & 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

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(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

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(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

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(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUB-GRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property. Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

16. Rights

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SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

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This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-313.

COUNTY OF YOLO, PRIME SPONSOR

Arthur H. Edmonds
(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Winters Joint Unified School District
(Legal Name of SUBGRANTEE)

(Signature of Authorized Officer)

10/26 1976

Howard M. Thorpe
Federal Projects Director
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

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2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 707(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

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o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

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w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

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bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 95-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

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6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate exceeds except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

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12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

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Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program Micro Fiched

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

2. This agreement will be reviewed by the Youth Advisory Committee.

3. Job information, counseling, and guidance, and placement services will be made available to participating youth and funds provided under this agreement will be utilized by the local educational agency to the extent necessary to pay the cost of school based counselors to carry out the provision of the program.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

Micro Fiched

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Winters Joint Unified School District
(Legal Name of Subgrantee)

12/26 19 78

(Signature of Authorized Officer)

Federal Projects Director
(Title of Authorized Officer)

WINTERS JOINT UNIFIED SCHOOL DISTRICT
YOUTH EMPLOYMENT AND TRAINING PROGRAM
PROGRAM DESCRIPTION PACKAGE

The ten (10) students on whom this project will be focused are those who have already dropped out of school before graduation, those who have transferred to a continuation high school outside of this district and those whose retention in shcool is jeopardized because of a migrancy pattern which repeatedly interrupts their attendance.

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The ultimate goal of the project is to provide an individualized academic/work-experience program for each of the above mentioned student participants leading toward high school completion and graduation. Attainment of this goal will be accomplished utilizing the resources of the high school, the local community college and participating public agencies.

Activities will include provision for regular and special school classes, individualized remediation, student counseling and on-the-job work experiences (with emphasis on vocational training). All of these activities will be planned to meet the needs of students, most of whom come from migrant, Spanish speaking families who live at or below the poverty level. Such factors mandate a need for the services of specially trained personnel and the purchase or development of special instructional materials which are allowed for in the project budget.

PROGRAM QUANTITATIVE GOALS

The majority of these ten (10) participants will transfer to the 1978-79 Youth Employment and Training Program effective December 1, 1978.

Winters School District
47 Main Street
Winters, CA 95694

Micro Fiched

Employment and Training Administration

YOUTH PROGRAM PLANNING SUMMARY

C. GRANT YEAR: From Oct. 1, 1978 To Nov. 30, 1978

D. TYPE OF PROGRAM: [X] YEEP [ ] YCCIP [ ] OTHER (Specify)

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY: Prog. Code | Am. | Bl. | P.Y. | Project Number | Sub-Proj. No. | Cont. Code | MOD. NO. | MOD. DATE MM DD YY | TYPE

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.5.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter, provided participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR TO DATE PLAN

	REPORT PERIOD	A. TOTAL PARTICIPANTS	1. Enrollments this yr	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entered Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Positive Terminations	3. Non-Positive Terminations	C. PLANNED ENROLLMENTS for next grant year
a. Actual		10	0	10	10	0	0	0	0	10	0	0
b. Planned												
a. Actual												
b. Planned												
a. Actual												
b. Planned												
a. Actual												
b. Planned												

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

	A Career Employ. Experience	B Exposition Services	C On the Job Training	D Classroom Training	E Work Experience
a) Total Enrollments	10				
b) Currently Enrolled	10				
a) Total Enrollments					
b) Currently Enrolled					
a) Total Enrollments					
b) Currently Enrolled					
a) Total Enrollments					
b) Currently Enrolled					

IV. OTHER ACTIVITIES

Indicate other activities or special programs in attachments. Describe how [illegible] milestones toward their achievement [illegible] planned or available [illegible]

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 [a]	3/31 [b]	6/30 [c]	9/30 [d]
a				
b				
c				
d				
e				

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 [a]	3/31 [b]	6/30 [c]	9/30 [d]
f				
g				
h				
i				
j				

1-112-

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, [redacted] County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO. _____ DATE October 1, 1978

Subgrantee Name and Address:

Winters Unified School District

47 Main Street

Winters, CA 95694

Contact Person William Oser

Phone 795-4588 Contract No. 78-313

Period: From 10-1-78 To 11-30-78

Program Name YETP 78 Extension

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MONTH	ACTIVITY							TOTAL
	CT	OJT	WEX	SERVICE	SPECIAL SERVICES	CEE	VEP	
OCT.						299		299
NOV.						297		297
DEC.								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL						596		596

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUPV	
OCT.	60				239			299
NOV.	59				238			297
DEC.								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL	119				477			596

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

For CETA Approval Only:

_____ Name and Title of Authorized Official

_____ Signature

_____ Date Signed

_____ Accountant Date 10/24/78

_____ Principal Administrative Analyst Date 10/24/78

YC 106 (10-78)

SUBGRANTEE NAME AND ADDRESS
Winters Unified School District
47 Main Street
Winters, CA 95694

OPERATING BUDGET
CONTRACT NO. 78-313
(YETP 78 EXTENSION)

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	119	60	59		
SALARIES & WAGES					
FRINGE BENEFITS					
FICA					
Workers' Compensation					
Retirement					
Health & Life Insurance					
Unemployment Compensation Ins.					
TRAVEL					
Mileage Reimbursement					
Out-of-Town Travel					
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings					
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES					
Office Supplies					
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph					
Postage					
OTHER COST					
Photocopy & Xerox					
Rental - Office Equipment					
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses					
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	119	60	59		

SUBGRANTEE'S NAME AND ADDRESS

Winters Unified School District

47 Main Street

Winters, CA 95694

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OPERATING BUDGET

CONTRACT NO. 78-313
(YETP 78 EXTENSION)

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
P.S.E.					
Other					
ALLOWANCES					
Basic					
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS					
Workers' Comp. Ins.					
TRAINING	477				
Staff Salaries	307	154	153		
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment	170	85	85		
Uncl. Training Cost					
SERVICES					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	477	239	238		
ADMINISTRATIVE COST	119	60	59		
TOTAL - CAREER EMPLOYMENT EXP.	596	299	297		

NON-FINANCIAL AGREEMENT

The portions of the budget which are paid directly to program participants and pay the Worker's Compensation for program participants, and the 2% portion for program participant payroll administrative costs shall constitute a non-financial portion of this agreement. The contractual amount is $ 596 . The non-financial agreement amount is $ 2,120 . The total amount is $2,716 .

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APPROVED FOR THE SUBGRANTEE

Howard M. Shyer
(Signature Authorized Officer)

Winters Joint Unified School District
(Legal Name of Subgrantee)

10/26/78
(Date)

APPROVED FOR THE PRIME SPONSOR

Arthur H. Edmonds
(Signature Authorized Officer)

Arthur H. Edmonds
Chairman, Board of Supervisors

OCT 24 1978
(Date)

BK

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-314

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Woodland Joint Unified School District

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Woodland Joint Unified School District hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Youth Employment and Training Program

Address

526 Marshall Street

FILED

Micro Fiched

NOV 27 1978

City

Phone

Woodland, CA 95695

LAURENCE P. HENIGAN, Clerk

662-4678

By Debra B. Carley Deputy

Program Director

Clancy Duppong

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on November 30, 1978.

The total amount of the SUBGRANT is $1,427.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature: William L. Newport	By Signature: [signature]
Name and Title: William Linford, Superintendent	Name and Title: Arthur H. Edmonds, Chairman, Yolo County Board of Supervisors
Date: 10/27/78	Date: OCT 24 1978

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Woodland Joint Unified School District hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

(a) Compliance with plans and assurances.

(b) Compliance with Part 98 of the Regulations.

(c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

(d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

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2. Woodland Joint Unified School District is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) Title III Operating Budget and Schedules

(g) Non-financial Agreement

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

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The term of this SUBGRANT shall begin October 1, 1978, and shall end November 30, 1978, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $ 1,427, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

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If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

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(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of

Agreement nor any Agreement pursuant hereto shall

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obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUBGRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property. Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

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27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-314.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Woodland Joint Unified School District
(Legal Name of SUBGRANTEE)

(Signature of Authorized Officer)

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Superintendent
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

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3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 707(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

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p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)). Micro Fiched.

w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

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bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 93-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

Micro Fiched

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate exceeds except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

Micro Fiched

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

Micro Fiched

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(25)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

Micro Fiched

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

Micro Fiched

2. This agreement will be reviewed by the Youth Advisory Committee.

3. Job information, counseling, and guidance, and placement services will be made available to participating youth and funds provided under this agreement will be utilized by the local educational agency to the extent necessary to pay the cost of school based counselors to carry out the provision of the program.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

Micro Fiched

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Woodland Joint Unified School District
(Legal Name of Subgrantee)

Oct 27 1978

(Signature of Authorized Officer)

Superintendent
(Title of Authorized Officer)

WOODLAND DISTRICT SCHOOLS
PROGRAM DESCRIPTION NARRATIVE

Youth to be Served:

The target population of this proposal is that body of youth at least 16 years of age from economically disadvantaged backgrounds who are dropouts from school, truant, unemployed and not involved in a vocational program, underemployed and not involved in a vocational program, and those not seeking employment and not involved in a vocational program. Generally they are not benefiting from the traditional programs provided at their school of attendence because of lack of motivation, confusion, unavareness or for some other reason they have slipped between the cracks of the system.

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Goals and Objectives:

The goal of the proposed program is to effect a long-range impact on the employability of those students enrolled by developing a systems approach to helping them find their area of interest and developing some entry-level skill in an occupation that is not dead-ended but rather has some possibility of upward mobility therefore providing them with a continuing ability to find and retain a job.

A combination on-campus classroom training program together with public sector works experience with improve student interest and involvement in school, while developing and improving solable employment skills.

The classroom training component will be organized and operated by the school district. The Work Experience Component will be coordinated

through the MOVE Project. Both allowance and wage/fringe payments to participants will be made through Project MOVE.

PROGRAM QUANTITATIVE GOALS

The majority of these twenty-four (24) students will transfer to a new Youth Training Program on December 1, 1978.

Micro Fiched

Woodland School Districts
526 Marshall Avenue
Woodland, CA 95695

Micro Fiched

Employment and Training Administration

YOUTH PROGRAM PLANNING SUMMARY

C. GRANT YEAR: From Oct. 1, 1978 To Nov. 30, 1978

D. TYPE OF PROGRAM: [X] YEDPA [ ] YCCIP [ ] OTHER (Specify)

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

MOD. NO.

MOD. DATE (MM DD YY)

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of C.1 through B.3.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR TO DATE PLAN

G	F	REPORT PERIOD	A. TOTAL PARTICIPANTS	1. Enrollments this qtr.	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entered Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other	3. Non	C. PLANNED TERMINATIONS (End of Year)
D	1	1											
D	1	2	24	0	24	24	0	0	0	0	24	0	
D	1	3											
D	1	4											
D	2												

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

G	F		A Career Explor. Activities	B Transition Services	C On the Job Training	D Classroom Training	E Work Experience
D	1	a) Total Enrollments	24				
D	1	b) Currently Enrolled	24				
D	1	a) Total Enrollments					
D	1	b) Currently Enrolled					
D	2	a) Total Enrollments					
D	2	b) Currently Enrolled					
D	2	a) Total Enrollments					
D	2	b) Currently Enrolled					
D	3						

IV. OTHER ACTIVITIES

Indicate other activities or special programs on attachments. Describe their objectives and expectations toward their achievement in a brief, quantitative or narrative presentation.

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)	SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A					f				
B					g				
C					h				
D					i				
E					j				

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

☐ ORIGINAL ☐ REVISION NO. _____ DATE October 1, 1978

Subgrantee Name and Address:
Woodland Joint Unified School Districts
526 Marshall Street
Woodland, CA 95695

Contact Person Clancy Duppong
Phone 662-4678 Contract No. 78-314
Period: From 10-1-78 To 11-30-78
Program Name YETP Extension 1978

Micro Fiched

MONTH	ACTIVITY							TOTAL
	CT	OJT	WEX	SERVICE	PUBLIC SERVICE	CEE	VEP	
OCT.						1140		1140
NOV.						287		287
DEC.								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL						1427		1427

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUBV	
OCT.	196					944		1140
NOV.	196					91		287
DEC.								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL	392					1035		1427

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

For CETA Approval Only:

Name and Title of Authorized Official

Signature — Date Signed

Jack A. Pooper, Accountant — 10/24/78 Date

Thomas L. Thurston, Principal Administrative Analyst — 11/24/78 Date

YC 106 (10-78)

SUBGRANTEE NAME AND ADDRESS
Woodland Joint Unified School District
526 Marshall Street
Woodland, CA 95695

OPERATING BUDGET
CONTRACT NO. 78-314
(YETP EXTENSION 78)

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST					
SALARIES & WAGES	326	163	163		
FRINGE BENEFITS	66	33	33		
FICA					
Workers' Compensation					
Retirement					
Health & Life Insurance					
Unemployment Compensation Ins.					
TRAVEL					
Mileage Reimbursement					
Out-of-Town Travel					
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings					
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES					
Office Supplies					
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph					
Postage					
OTHER COST					
Photocopy & Xerox					
Rental - Office Equipment					
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses					
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	392	196	196		

SUBGRANTEE'S NAME AND ADDRESS

Woodland Joint Unified School District

526 Marshall Street

Woodland, CA 95695

Micro Fiched

OPERATING BUDGET

CONTRACT NO. _____

(YETP EXTENSION 78)

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
F.S.E.					
Other					
ALLOWANCES					
Basic					
Deterrents					
Incentive					
Other Additional					
FRINGE BENEFITS					
Workers' Comp. Ins.					
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	1035	944	91		
Staff Salaries	182	91	91		
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Fert Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost	853	853	0		
TOTAL NON-ADMINISTRATIVE COST	1035	944	91		
ADMINISTRATIVE COST	392	196	196		
TOTAL - CAREER EMPLOYMENT EXP.	1427	1140	287		

NON-FINANCIAL AGREEMENT

Micro Fiched

The portions of the budget which are paid directly to program participants and pay the Worker's Compensation for program participants, and the 2% portion for program participant payroll administrative costs shall constitute a non-financial portion of this agreement. The contractual amount is $ 1,427. The non-financial agreement amount is $ 5,088. The total amount is $6,515.

APPROVED FOR THE SUBGRANTEE

(Signature Authorized Officer)

Woodland Joint Unified School District
(Legal Name of Subgrantee)

Oct 27, 1978
(Date)

APPROVED FOR THE PRIME SPONSOR

(Signature Authorized Officer)

Arthur H. Edmonds
Chairman, Board of Supervisors

OCT 24 1978
(Date)

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-315

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Yolo County Superintendent of Schools

Micro Fiched

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Yolo County Superintendent of Schools hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Project M.O.V.E. - Yolo County Office of Education

Address

423 Main Street

FILED

NOV 27 1978

LAURENCE P. HENIGAN, Clerk

By Debra A. Conley Deputy

City | Phone

Woodland, CA 95695 | 666-0925

Program Director

Jesse Moreno

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on November 30, 1978.

The total amount of the SUBGRANT is $17,296.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Name and Title — Date	Name and Title — Date
Jack J. Potter County Superintendent of Schools	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors
	OCT 24 1978

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Yolo County Superintendent of Schools hereinafter called SUBGRANTEE.

W I T N E S S E T H:

Micro Fiched

Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

(a) Compliance with plans and assurances.

(b) Compliance with Part 98 of the Regulations.

(c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

(d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

Micro Fiched

2. Yolo County Superintendent of Schools is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) CETA Title III Operating Budget and Schedules

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

Micro Fiched

The term of this SUBGRANT shall begin October 1, 1978, and shall end November 30, 1978, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $17,296, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

Micro Fiched

(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

Micro Fiched

(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

Micro Fiched

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

(e) Documentation of Cost

Micro Fiched

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

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(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

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(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUB-GRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property. Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

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27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

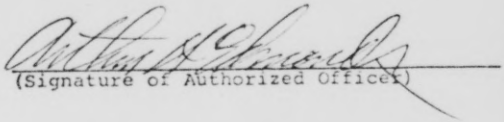
This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-315.

COUNTY OF YOLO, PRIME SPONSOR



(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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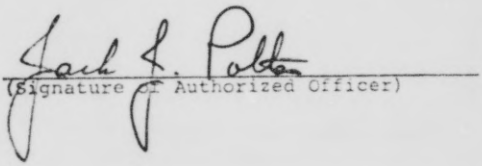
Yolo County Superintendent of Schools
(Legal Name of SUBGRANTEE)



(Signature of Authorized Officer)

October 27 1975

County Superintendent of Schools
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

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3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 707(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

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p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

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x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

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In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 93-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

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6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate excedes except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

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13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

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All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

2. This financial agreement will be revieved by the Youth Advisory Council.

3. Youth in career employment experience will be provided constructive work experience which will improve their ability to make career decisions and which will provide them with basic work skills needed for regular employment.

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4. Jobs provided under this program will be certified by the participating educational agency or institution as relevant to the educational and career goals of the participating youth.

5. Participating youth will be advised of the availability of other employment and training resources available in the local community to assist such youth in obtaining employment.

6. Career employment experience opportunities provided will be certified by a school based counselor as being relevant to the career and educational program for the youth being provided those opportunities.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Schools
(Title of Authorized Officer)

Micro Fiched

Yolo County Superintendent of Schools
(Legal Name of Subgrantee)

October 27 1978

(Signature of Authorized Officer)

County Superintendent of Schools
(Title of Authorized Officer)

PROJECT MOVE

YETP OCT.-NOV. EXTENSION

PROGRAM NARRATIVE STATEMENT

This contract will allow Project M.O.V.E. to apy all direct allowances, wage, and fringe payments to youth participants in the Youth Employment and Training Program (Title III, Part C, Subpart 3) in Yolo County, and to be reimbursed for miscellaneous administrative and non-administrative costs incurred in doing such.

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The In-School Career Employment Experience Program in this county will match skills training provided by local education agencies, in this case school districts, with work experience positions in the public sector provided by Project M.O.V.E. Both the wage payments from work experience time and allowance payments for classroom training time are included in this contract. (Allowance money commitments to District programs are provided through a non-financial agreement in their contracts.) Special efforts will be made to recruit and enroll high school dropouts, facilitating and encourageing their return to school. Approximately thirty-four (34) youth will be served.

This two month program is an extension to allow the participants already enrolled to continue until the new YETP program is implemented on December 1, 1978.

PROGRAM QUANTITATIVE GOALS

The majority of these participants will be transitioned into the new 1978-79 program.

Project MOVE
423 Main Street
Woodland, CA 95695

Micro Fiche

Employment and Training Administration

YOUTH PROGRAM PLANNING SUMMARY

C. GRANT YEAR — From: Oct. 1, 1978 — To: Nov. 30, 1978

D. TYPE OF PROGRAM: [X] YETP [ ] YECIP [ ] OTHER (Specify)

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY: Type Code | Sec. | Sec. | P.Y. | Fund Source | Sub-Fund | Cont. Code | Mod. No. | Mod. Date (MM DD YY) | Type

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.5.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter. Participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR TO DATE PLAN

	Report Period	A. Total Participants	B. Total Terminations	1. Entered Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other Positive	3. Non-positive	C. Plan (sum of 1 thru 3)
a. Total	3	34	0	0	0	0	0	0	0	34
b. Out-of-School	3									
c. In-School	3									
d. Unemployed	3									

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

	Report Period	A. Career Employ. Experience	B. Transition Services	C. On-the-Job Training	D. Classroom Training	E. Work Experience
a. Total Enrollments	3	34				
b. Currently Enrolled	3	34				
a. Total Enrollments	3					
b. Currently Enrolled	3					
a. Total Enrollments	3					
b. Currently Enrolled	3					
a. Total Enrollments	3					
b. Currently Enrolled	3					
TOTAL	3					

IV. OTHER ACTIVITIES

Indicate other activities or special programs and attachments. Describe their objectives and relationships toward their achievement [illegible] tive or narrative presentation.

III. SIGNIFICANT SEGMENTS

Significant Segments	Grant Year to Date Plan 12/31 (1)	3/31 (2)	6/30 (3)	9/30 (4)	Significant Segments	Grant Year to Date Plan 12/31 (1)	3/31 (2)	6/30 (3)	9/30 (4)
A					F				
B					G				
C					H				
D					I				
E					J				

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO. _____ DATE October 1, 1978

Subgrantee Name and Address:

Project MOVE
423 Main Street
Woodland, CA 95695

Contact Person Jess Moreno
Phone 666-0925 Contract No. 78-315
Period: From 10-1-78 To 11-30-78
Program Name (YETP EXTENSION 78)

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MONTH	ACTIVITY							TOTAL
	CT	OJT	WEX	SERVICE	[illegible] SERVICES	CEE	VEP	
OCT.						8650		8650
NOV.						8646		8646
DEC.								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL						17296		17296

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUPV	
OCT.	380	3731	3730	202		607		8650
NOV.	379	3730	3729	201		607		8646
DEC.								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL	759	7461	7459	403		1214		17296

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

Jack Potter Superintendent
Name and Title of Authorized Official

Jack S. Potter
Signature

Date Signed

For CETA Approval Only:

Jack A. Bruyn Accountant 10/24/78 Date

Lawrence L. Clayton Jr. Principal Administrative Analyst 10/24/78 Date

YC 10 (10-78)

SUBGRANTEE NAME AND ADDRESS

Project MOVE

423 Main Street

Woodland, CA

Micro Fiched

OPERATING BUDGET

CONTRACT NO. _____

(78 YETP EXTENSION)

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES	7459	3730	3729		
FRINGE BENEFITS	286	143	143		
F.I.C.A.					
Workers' Comp. Ins.	286	143	143		
F.S.E.					
Other					
ALLOWANCES	7461	3731	3730		
Basic					
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS	117	59	58		
Workers' Comp. Ins.	117	59	58		
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	1214	607	607		
Staff Salaries	936	468	468		
Staff Fringe Benefits	278	139	139		
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	16537	8270	8267		
ADMINISTRATIVE COST	759	380	379		
TOTAL - CAREER EMPLOYMENT EXP.	17296	8650	8646		

SUBGRANTEE NAME AND ADDRESS

Project MOVE
423 Main Street
Woodland, CA 95695

OPERATING BUDGET
CONTRACT NO. R-315
(78 YETP EXTENSION)

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	759	380	379		
SALARIES & WAGES					
FRINGE BENEFITS					
FICA					
Workers' Compensation					
Retirement					
Health & Life Insurance					
Unemployment Compensation Ins.					
TRAVEL					
Mileage Reimbursement					
Out-of-Town Travel					
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings					
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES					
Office Supplies					
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph					
Postage					
OTHER COST					
Photocopy & Xerox					
Rental - Office Equipment					
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses					
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	759	380	379		

Project MOVE

423 Main Street

Woodland, CA 95695

Phone 666-0925

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From 10-1-78 To 11-30-78

Contract No 78-315

Title/Subtitle

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO OF MOS.	AMOUNT	VACA-TION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST					
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.	CEE
[redacted]th Supervisor	709	66	2	936	0	936		936						936
TOTAL				936		936		936						936

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-316

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Winters Joint Unified School District

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Winters Joint Unified School District hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Youth Employment and Training Program

Address

101 Grant Avenue

City

Winters, CA 95694

Phone

795-4585

Program Director

Howard Hupe

FILED

NOV 27 1978

LAURENCE P. HENIGAN, Clerk

By Deborah S. Conley Deputy

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County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on December 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $5,922.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Howard M. Hupe 10/24/78	Arthur H. Edmonds OCT 24 1978
Name and Title / Date	Name and Title / Date
William Oser Federal Projects Director	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of December, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Winters Joint Unified School District hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

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2. Winters Joint Unified School District is by virtue of this Agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) CETA Title III Operating Budget and Schedules

(f) Non-Financial Agreement Statement

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

The term of this SUBGRANT shall begin December 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

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4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $5,922, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

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If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

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(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

///

9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

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11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUB-GRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

Micro Fiched

13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property.

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(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

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26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTLE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-316.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Winters Joint Unified School District
(Legal Name of SUBGRANTEE)

(Signature of Authorized Officer)

10/26 1978

Federal Projects Director
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

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2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 702(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

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o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

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w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

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In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 93-93).

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On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate exceeds except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

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12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(2[illegible])).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

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Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

f. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

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2. This agreement will be reviewed by the Youth Advisory Committee.

3. Job information, counseling, and guidance, and placement services will be made available to participating youth and funds provided under this agreement will be utilized by the local educational agency to the extent necessary to pay the cost of school based counselors to carry out the provision of the program.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

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COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Winters Joint Unified School District
(Legal Name of Subgrantee)

10/24 1978

(Signature of Authorized Officer)

Federal Projects Director
(Title of Authorized Officer)

PROGRAM NARRATIVE

In attempting to provide the students with educational and vocational competencies, the school will undertake the following activities:

a. Vocational Skills Training. Initially the setting for this activity will be the local education agency, Winters High School. Here the students will be thoroughly counseled in an attempt to determine their goals and objectives. Efforts will then be made to place the students in work within the public sector compatible with these goals and objectives. The students will also be exposed to the local community college vocational skills training programs through visitations and briefings by college personnel. In order to further expose the students to the world of work, a vocational exploration plan will be implemented. The plan will place students in various occupations within the private sector on a rotating basis.

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b. Remedial Education. The local education agency has the facilities to provide remedial education when required to all program participants. The goal is to enable all students to achieve a high school diploma or equivalent. The facilities include mathematics and reading courses which stress life skills such as job finding and retention techniques. Other course offerings available will be Jobs Skills, Career Education, Business Machines, and a comprehensive E.S.L. Class; all of them will stress the acquisition of life skills by the student. High school drop-outs, when enrolled in the program, will have the same opportunities in addition to R.O.P. and night school classes.

c. Career Education and Exploration. All students enrolled in this program will be exposed to a formal career education course, whenever student availability allows. The resources of the local community college will be requested in this endeaver. Concomitant career education is veiwed as an essential aspect of the program. Material will be purchased to assist in relating to the career education and school survival needs of economicall disadvantaged youth. Non-traditional job opportunities will be stressed as will the excellen opportunities available for bilingual persons.

d. Job Finding and Retention. The program provides for the inclusion of these techniques in various elements of the training cycle. Career Education courses stress this aspect as will appropriate remedial education courses in which the student is enrolled. It is anticipated that the initial phase of the vocational exploration plan will allow private employers to interview program participants using a simplified grading process. This information will permit the L.E.A. to provide remedial instruction in job interview techniques. During vocational exploration phase students will be subsidized.

e. Return to school of Dropouts. Every effort will be made to solicit and encourage high school dropouts to enroll in the program. A combined program of remedial education, night school and work-study will be used to help the dropout aquire the diploma or equivalent and job skills.

All of the above undertakings will be subsidized. It is anticipated that a program participant will be paid for two hours of school time and two hours of work time.

Subsidizations of school time is viewed as necessary to encourage the youth to return to or remain in school and acquire educational competencies. Paying the student for the various phases of work-study in which she/he is engaged contributes to the overall realism of the world of work. Subsidizing the program participants primarily allows them the choice of achieving needed acedemic and vocational goals rather than facing life as ill-prepared and equipped high school drop-outs.

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION
Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO. _____ DATE October, 1978

Subgrantee Name and Address:
Winters Joint Unified School District
101 Grant Avenue
Winters, CA 95694

Contact Person William Oser/Howard Hupe
Phone 795-4585 Contract No. 78-316
Period: From 12-1-78 To 9-30-79
Program Name YETP at Winters High School

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MONTH	ACTIVITY							TOTAL
	OT	OJT	WEX	SERVICE	TRANSITIONAL SERVICES	CEE	VEP	
OCT.								
NOV.								
DEC.								
JAN.						372		372
FEB.						372		372
MAR.						397		397
APR.						397		397
MAY						397		397
JUNE						199		199
JULY						1213		1213
AUG.						1189		1189
SEPT.						1188		1188
TOTAL						198		198
						5922		5922

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUPV.	
OCT.								
NOV.								
DEC.								
JAN.					372			372
FEB.					372			372
MAR.					397			397
APR.					397			397
MAY					397			397
JUNE					199			199
JULY					1213			1213
AUG.					1189			1189
SEPT.					1188			1188
TOTAL	-0-				198			198
					5922			5922

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

For CETA Approval Only:

Name and Title of Authorized Official

Signature — Date Signed 10/24/78

Jack A. Vaughn — Accountant — 10/24/78 Date

Lowell L. Clanton — Principal Administrative Analyst — 10/24/78 Date

YC 106 (10-78)

SUBGRANTEE'S NAME AND ADDRESS

Winters Joint Unified School District

101 Grant Avenue

Winters, CA 95694

Micro Fiched

OPERATING BUDGET

CONTRACT NO. 78-316

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
P.S.E.					
Other					
ALLOWANCES					
Basic					
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS					
Workers' Comp. Ins.					
TRAINING					
Staff Salaries	5922			372	372
Staff Fringe Benefits	4530			146	146
Staff Travel	124			12	12
Special Program Tech. Assist.	143			14	14
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids	1125				
Tuition & Ent. Fees				200	200
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	5922			372	372
ADMINISTRATIVE COST	0			0	0
TOTAL - CAREER EMPLOYMENT EXP.	5922			372	372

C 104g (rev. 10/78)

(CAREER EMPLOYMENT EXP.)

OPERATING BUDGET
CONTRACT NO. 78-316

SUBGRANTEE NAME AND ADDRESS
Winters Joint Unified School District
101 Grant Avenue
Winters, CA 95694

Micro-Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
397	397	397	199	1213	1189	1188	198
146	146	146	148	1160	1160	1160	172
12	12	12	12	14	12	14	12
14	14	14	14	14	17	14	14
225	225	225	25	25	0	0	0
397	397	397	199	1213	1189	1188	198
0	0	0	0	0	0	0	0
397	397	397	199	1213	1189	1188	198

Subgrantee's Name and Address

Winters Joint Unified School District

101 Grant Avenue

Winters, CA 95604

Phone 795-4585

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From 12-1-78 To 9-30-79

Contract No. 78-216

Title/Subtitle III,3

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACATION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COS					
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.	FEE
Supervising Teacher	7.50/hr	604/ hr.		4,530	-0-			4,530						4,53
TOTAL														

Micro Fiched

Micro Fiched

SUBGRANTEE NAME AND ADDRESS
Winters Joint Unified School District
101 Grant Avenue
Winters, CA 95694

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Travel Schedule

Period From 12-1-78 To 9-30-79 Contract No. 78-316

[redacted] SITION OF TRAVELING STAFF	MILEAGE REIMBURSEMENTS					OUT OF TOWN (ADMIN.)			TOTAL	
	MILES PER WEEK	NO. OF WKS	COST PER MILE	TOTAL ADMIN	TOTAL NON-ADMIN	PROJ. NO. OF TRIPS	COST PER TRIP	TOTAL	ADMIN.	NON-AD
Supervising Teacher	25	41	14¢		143					143
TOTALS					143					143

NON-FINANCIAL AGREEMENT

The portions of the budget which are paid directly to program participants and pay the Worker's Compensation for program participants, and the 2% portion for program participant payroll administrative costs shall constitute a non-financial portion of this agreement. The contractual amount is $ 5922. The non-financial agreement amount is $ 23367. The total amount is $29,289.

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APPROVED FOR THE SUBGRANTEE

(Signature Authorized Officer)

Winters Joint Unified School District
(Legal Name of Subgrantee)

10/24/75
(Date)

APPROVED FOR THE PRIME SPONSOR

(Signature Authorized Officer)

Arthur H. Edmonds
Chairman, Board of Supervisors

OCT 24 1975
(Date)

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-317

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Davis Joint Unified School District

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Davis Joint Unified School District hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Youth Employment and Training Program

Address

23 Russell Boulevard

City

Davis, CA 95616

Program Director

Don Dachner

FILED

NOV 27 1978

LAURENCE P. HENIGAN, Clerk

By Debra A. O'Malley Deputy

Micro Fiched

Phone

756-0300

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on December 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $4,004.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature: Daniel L. Predovich 10/27/78	By Signature: Arthur H. Edmonds OCT 24 1978
Name and Title / Date	Name and Title / Date
Daniel L. Predovich, Superintendent	Arthur H. Edmonds, Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of December, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Davis Joint Unified School District hereinafter called SUBGRANTEE.

W I T N E S S E T H:

Recitals

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1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

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2. Davis Joint Unified School District is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) CETA Title III Operating Budget

(f) Non-Financial Agreement Statement

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

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The term of this SUBGRANT shall begin December 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $4,004, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(c) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

Micro Fiched

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

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(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

///

9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

10. Legal Relationship

Micro Fiched

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

Micro Fiched

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

Micro Fiched

(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUBGRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

Micro Fiched

13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property.

Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

Micro Fiched

16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

Micro Fiched

(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

Micro Fiched

21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

///

25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

Micro Fiched

(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

Micro Fiched

27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

Micro Fiched

29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

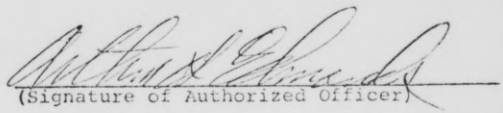
This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-317.

COUNTY OF YOLO, PRIME SPONSOR



(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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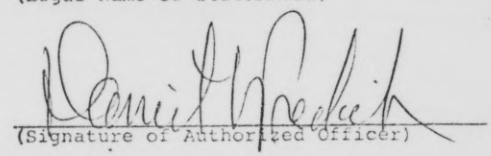
Davis Joint Unified School District
(Legal Name of SUBGRANTEE)



(Signature of Authorized Officer)

October 27 19 78

Superintendent
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

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2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 702(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

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p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

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w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

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In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 95-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

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7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate excedes except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

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12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

Micro Fiched

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extant feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

2. This agreement will be reviewed by the Youth Advisory Committee.

Micro Fiched

3. Job information, counseling, and guidance, and placement services will be made available to participating youth and funds provided under this agreement will be utilized by the local educational agency to the extent necessary to pay the cost of school based counselors to carry out the provision of the program.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Micro Fiched

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Davis Joint Unified School District
(Legal Name of Subgrantee)

October 27 1978

(Signature of Authorized Officer)

Superintendent
(Title of Authorized Officer)

DAVIS HIGH SCHOOL

PROGRAM NARRATIVE

The instructional and training program will include:

1. vocational skills training
2. career education and exploration
3. job finding and retention techniques

Project Discovery will be used as a base for career education activities. Project Discovery is a unit developed by Davis personnel that is designed to get students to examine their aptitudes, interests, values, life-styles, life goals, career interests and educational goals and match these to general and specific careers. Project Discovery makes extensive use of resources within the school, e.g., the Career Center and those within the community such as guest speakers and field trip sites. The testing program includes the World of Work, California Occupational Preference Survey, Hall Occupational Orientation Inventory and the Coopersmith Self-Esteem Inventory. An ending activity to this component is to have students develop a tentative career plan that will be realistic and personally satisfactory.

Teaching methods will be varied. While there will be some lecture, the majority of the time students will spend in small group discussion, individual research and testing, listening to guest speakers and vieving audio-visual materials available from the Career Center.

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There will be two additions to the career education component for this year's program:

1. Davis has been funded under Subpart 3, P. L. 94-482 to develop instructional materials relating to the reduction of sex bias and sex-role stereotyping. It is expected that these materials will be ready for field-testing during the term of this project.

2. A "Vocational Exploration Program" component will be added. For those students interested, and with the permission of their employer, a one or two week period of on-site career exploration will be provided. This experience will conform to CETA guidelines when students are placed in private industry.

CCUBE (Common Core Units in Business Education) will be the materials used to develop basic competencies needed to get and retain an entry-level job. A common core of units have been developed by the State Department of Education. Some of the units are: Math, Adding Machine, Oral Communication, Written Communication, Telephone and Job Application.

The Coopersmith Self-Esteem Inventory will be given again as a pre-and post-test. The pretest will be used to identify students who have especially lov self-esteem, so the Instructional Aide Specialist will be alerted to this problem early in the semester. The post-test will be used to measure the change taken place during the course of the semester.

One of the Instructional Aide Specialists who will be employed will be assigned 3 hours a day to work with students to help them with course work to help them to pass courses in which they are having difficulty and otherwise counsel them on problems they may have in order to provide help and encouragement for them to stay in school

The total number of student participants will be sixteen (16) economically disadvantaged youth from the Davis community.

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO. _____ DATE October, 1978

Subgrantee Name and Address:

Davis Joint Unified School District

23 Russell Blvd.

Davis, CA 95616

Contact Person Don Dachner

Phone 756-0464 Contract No. 78-317

Period: From 11-1-78 To 6-30-79

Program Name YETP at Davis High

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MONTH	ACTIVITY							TOTAL
	CT	OJT	WEX	SERVICE	TRANSITIC SERVICES	CEE	VEP	
OCT.						666		666
NOV.						667		667
DEC.						666		666
JAN.						667		667
FEB.						666		666
MAR.						672		672
APR.								
MAY								
JUNE								
JULY								
AUG.								
SEPT.								
TOTAL						4004		4004

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUPV.	
OCT.								
NOV.								
DEC.								
JAN.	16				650			666
FEB.	17				650			667
MAR.	16				650			666
APR.	17				650			667
MAY	16				650			666
JUNE	17				655			672
JULY								
AUG.								
SEPT.								
TOTAL	99				3905			4004

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

Daniel L. Predovich, Superintendent
Name and Title of Authorized Official

Signature

10/27/78
Date Signed

For CETA Approval Only:

Accountant — 10/24/78 Date

Principal Administrative Analyst — 10/24/78 Date

YC 106 (10-78)

SUBGRANTEE NAME AND ADDRESS

Davis Joint Unified School District
23 Russell Blvd.
Davis, CA 95616

OPERATING BUDGET

CONTRACT NO. Title III YETP

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	99				16
SALARIES & WAGES					
FRINGE BENEFITS					
FICA					
Workers' Compensation					
Retirement					
Health & Life Insurance					
Unemployment Compensation Ins.					
TRAVEL					
Mileage Reimbursement					
Out-of-Town Travel					
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings					
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES					
Office Supplies					
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph					
Postage					
OTHER COST					
Photocopy & Xerox					
Rental - Office Equipment					
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses					
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	99				16

(ADMINISTRATIVE SUBGRANTEE)

OPERATING BUDGET

CONTRACT NO. Title III YETP

SUBGRANTEE NAME AND ADDRESS
Davis Joint Unified School District
23 Russell Blvd.
Davis, CA 95616

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
17	16	17	16	17			

SUBGRANTEE'S NAME AND ADDRESS

Davis Joint Unified School District

23 Russell Blvd.

Davis, CA 95616

Micro Fiched

OPERATING BUDGET

CONTRACT NO. 78-317

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
F.S.E.					
Other					
ALLOWANCES					
Basic					
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS					
Workers' Comp. Ins.					
TRAINING	3905				
Staff Salaries	2503				417
Staff Fringe benefits	826				137
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids	576				96
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	3905				650
ADMINISTRATIVE COST	99				16
TOTAL - CAREER EMPLOYMENT EXP.	4004				666

(CAREER EMPLOYMENT EXP.)

SUBGRANTEE NAME AND ADDRESS

Davis Joint Unified School District
23 Russell Blvd.
Davis, CA 95616

OPERATING BUDGET
CONTRACT NO. 78-317

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
417	417	417	417	418			
137	137	137	137	141			
96	96	96	96	96			
650	650	650	650	655			
17	16	17	16	17			
667	666	667	666	672			

Subgrantee's Name and Address

Davis Joint Unified School District
23 Russell Blvd.
Davis, CA 95616

Phone 756-0464

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From 12-1-78 To 9-30-79

Contract No. 78-317

Title/Subtitle III,3

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACA-TION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST					
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.	CEE
Instruct. Aide Specialist	4.53/ hr.	475/ hr.		2152	-0-	2152		2152						215
Instruct. Aide Specialist	4.13/ hr.	85/ hr.		351	-0-	351		351						35
TOTAL														

NON-FINANCIAL AGREEMENT

The portions of the budget which are paid directly to program participants and pay the Worker's Compensation for program participants, and the 2% portion for program participant payroll administrative costs shall constitute a non-financial portion of this agreement. The contractual amount is $ 4,004. The non-financial agreement amount is $ 8,131. The total amount is $12,135.

Micro Fiched

APPROVED FOR THE SUBGRANTEE

(Signature Authorized Officer)

Davis Joint Unified School District
(Legal Name of Subgrantee)

10/27/78
(Date)

APPROVED FOR THE PRIME SPONSOR

(Signature Authorized Officer)

Arthur H. Edmonds
Chairman, Board of Supervisors

OCT 24 1978
(Date)

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-318

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Woodland Joint Unified School District

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Woodland Joint Unified School District hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Youth Employment and Training Program

Address

526 Marshall Street

FILED

NOV 27 1978

LAURENCE P. HENIGAN, Clerk

By Deborah E. Conley Deputy

Micro Fiched

City

Woodland, CA 95695

Phone

662-4678

Program Director

Clancy Duppong

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on December 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $4,889.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
William Linford 10-27-78	Arthur H. Edmonds OCT 24 1978
Name and title / Date	Name and title / Date
William Linford Superintendent	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of December, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Woodland Joint Unified School District hereinafter called SUBGRANTEE.

W I T N E S S E T H:

Recitals

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1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

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(f) Making maximum efforts to achieve the provisions of the plan.

2. Woodland Joint Unified School District is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Title III Operating Budget and Schedules

(f) Non-Financial Agreement Statement

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

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The term of this SUBGRANT shall begin December 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $ 4,889, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

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If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

(e) Documentation of Cost Micro Fiched

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

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(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

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(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Governmnt to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUBGRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property. Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

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27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-318.

COUNTY OF YOLO, PRIME SPONSOR

Arthur D. Edmonds
(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Woodland Joint Unified School District
(Legal Name of SUBGRANTEE)

William D. Kirkpatrick
(Signature of Authorized Officer)

Oct 27 1978

Superintendent
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

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2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 702(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

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p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

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w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

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B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 95-93).

Micro Fiched

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate excedes except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

Micro Fiched

4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

Micro Fiched

12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

Micro Fiched

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

f. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

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2. This agreement will be reviewed by the Youth Advisory Committee.

3. Job information, counseling, and guidance, and placement services will be made available to participating youth and funds provided under this agreement will be utilized by the local educational agency to the extent necessary to pay the cost of school based counselors to carry out the provision of the program.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

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Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Woodland Joint Unified School District
(Legal Name of Subgrantee)

Oct 27 1978

(Signature of Authorized Officer)

Superintendent
(Title of Authorized Officer)

WOODLAND HIGH SCHOOL

NARRATIVE

PURPOSE: Prepare students, from economically disadvantaged backgrounds who reside within the Woodland Joint Unified School District attendance area with a saleable skill in a vocation of their choice in an occupation that has a good job market and potential for up-ward mobility. The target group will be the dropout or dropout potential and the unemployed or under-employed.

DESCRIPTION OF PROGRAM: The program will have three phases.

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Phase I: During the months of December and January. During this period of time approximately 30 students will become involved in a career exploration, exploratory "Work Experience", counseling/guidance program. Students will be required to select at least 2 occupations from a pool of occupations in which they feel they have some interest/aptitude. The students will observe these occupations for a period of at least two weeks each, two hours per day. While observing a particular occupation they will be required to research the occupation in the Career Center. From the occupations chosen the students will select a vocation in which they wish to become trained. Counselors will meet with them to provide testing, counseling, career planning, and preparation for second semester.

Phase II: This phase of the program will be from February to June. During this period of time, students will be enrolled in a minimum of 4 periods per day of classroom activity and two hours of on-the-job training. The classroom activities beyond the required courses shall be related to the student's occupational choice, remedial course work, or specialized academic course work to prepare students for advanced training. Counselors will make at least one home visit during the semester. Training agreements will be developed for each student and training site delineating the skills to be developed and the level of proficiency.

Phase III: Summer 1979--If the Woodland Schools provide a summer school program then the students will be required to attend summer school for a period of no less than 2 hours and will be involved in the Work Experience componant for 6 hours per day. If no summer school is provided, then all students will work 8 hours per day.

GENERAL INFORMATION: Students who complete their graduation requirements and graduate in June will be terminated from the program at that time. They would then either enter an "OJT" program if they needed further training or become placed in an unsubsidized job.

Students will receive 2 hours of wages per day during Phase I. During Phase II the students will receive 2 hours of classroom allowance and 2 hours of wages per day. During Phase III the student will receive a total of 8 hours of compensation.

Students will be admitted into the program following the application and screening process after the student, parent and program director sign an agreement stating that both the student and the parent understand the program and agree to participate according to the rules and for the duration of the program or until such time that the student obtains unsubsidized employment in the vocation for which they were prepared.

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION
Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO. _____ DATE October, 1978

Subgrantee Name and Address:
Woodland Joint Unified School District
526 Marshall Avenue
Woodland, CA 95695

Contact Person Clancy Duppong
Phone 662-4678 Contract No. 78-318
Period: From 12-1-78 To 9-30-79
Program Name YETP at Woodland High School

Micro Fiched

MONTH	ACTIVITY							TOTAL
	CT	OJT	WEX	SERVICE	TRANSITION SERVICES	CEE	VEP	
OCT.								
NOV.								
DEC.						560		560
JAN.						540		540
FEB.						540		540
MAR.						540		540
APR.						540		540
MAY						540		540
JUNE						540		540
JULY						540		540
AUG.						549		549
SEPT.								
TOTAL						4889		4889

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUPV	
OCT.								
NOV.								
DEC.	334					226		560
JAN.	324					216		540
FEB.	324					216		540
MAR.	324					216		540
APR.	324					216		540
MAY	324					216		540
JUNE	324					216		540
JULY	324					216		540
AUG.	329					220		549
SEPT.								
TOTAL	2931					1958		4889

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

Name and Title of Authorized Official

Signature — Date Signed 11/27/78

For CETA Approval Only:

Accountant — Date 10/14/78

Principal Administrative Analyst — Date 10/17/78

YC 106 (10-78)

SUBGRANTEE NAME AND ADDRESS

Woodland Joint Unified School District

526 Marshall Avenue

Woodland, CA 95695

Micro Fiched

OPERATING BUDGET

CONTRACT NO. 78-318

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
P.S.E.					
Other					
ALLOWANCES					
Basic					
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS					
Workers' Comp. Ins.					
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	1958				
Staff Salaries	1533			170	170
Staff Fringe benefits	0				
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies	75			10	8
Telephone					
Transportation	350			46	38
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	1958			226	216
ADMINISTRATIVE COST	2931			334	324
TOTAL - CAREER EMPLOYMENT EXP.	4889			560	540

(CAREER EMPLOYMENT EXP.)

OPERATING BUDGET

CONTRACT NO. 78-318

SUBGRANTEE NAME AND ADDRESS

Woodland Joint Unified School District

526 Marshall Avenue

Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
170	170	170	170	170	170	173	
8	8	8	8	8	8	9	
38	38	38	38	38	38	38	
216	216	216	216	216	216	220	
324	324	324	324	324	324	329	
540	540	540	540	540	540	549	

SUBGRANTEE NAME AND ADDRESS
Woodland Joint Unified School District
526 Marshall Avenue
Woodland, CA 95695

OPERATING BUDGET
CONTRACT NO. 78-318

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST					
SALARIES & WAGES	2381			264	264
FRINGE BENEFITS	450			50	50
FICA					
Workers' Compensation					
Retirement					
Health & Life Insurance					
Unemployment Compensation Ins.					
TRAVEL					
Mileage Reimbursement					
Out-of-Town Travel					
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings					
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES	100			20	10
Office Supplies	100			20	10
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph					
Postage					
OTHER COST					
Photocopy & Xerox					
Rental - Office Equipment					
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses					
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	2931			334	324

(ADMINISTRATIVE SUBGRANTEE)

SUBGRANTEE NAME AND ADDRESS
Woodland Joint Unified School District
526 Marshall Avenue
Woodland, CA 95695

OPERATING BUDGET
CONTRACT NO. 78-318

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
264	264	264	264	264	264	269	
50	50	50	50	50	50	50	
10	10	10	10	10	10	10	
10	10	10	10	10	10	10	
324	324	324	324	324	324	329	

1

Micro Fiched

SUBGRANTEE NAME AND ADDRESS
Woodland Joint Unified School District
526 Marshall Avenue
Woodland, CA 95695

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Travel Schedule

Period From 12-1-78 To 9-30-79

Contract No. 78-318

	Mileage Reimbursements					Out of Town (Admin.)			Total	
Position of Traveling Staff	Miles per Week	No. of Wks	Cost per Mile	Total Admin	Total Non-Admin	Proj. No. of Trips	Cost per Trip	Total	Admin.	Non-A
Counselor	56	45	15¢		350					350
TOTALS	XXX	XXX	XXX		350	XXX	XXX			350

Subgrantee's Name and Address

Woodland Joint Unified School District
526 Marshall Avenue
Woodland, CA 95695

Phone 662-4678

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From 12-1-78 To 9-30-79

Contract No 78-318

Title/Subtitle

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACA-TION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST					
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.	CEE
[redacted]elor	9.12/hr	@168	hrs	1533		1533		1533						1533
TOTAL				1533		1533		1533						1533

NON-FINANCIAL AGREEMENT

The portions of the budget which are paid directly to program participants and pay the Worker's Compensation for program participants, and the 2% portion for program participant payroll administrative costs shall constitute a non-financial portion of this agreement. The contractual amount is $4,889. The non-financial agreement amount is $28,330. The total amount is $33,219.

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APPROVED FOR THE SUBGRANTEE

(Signature Authorized Officer)

Woodland Joint Unified School District
(Legal Name of Subgrantee)

Oct 27, 1978
(Date)

APPROVED FOR THE PRIME SPONSOR

(Signature Authorized Officer)

Arthur H. Edmonds
Chairman, Board of Supervisors

OCT 24 1978
(Date)

COUNTY OF YOLO

Subgrant Signature Sheet

Title III YETP

Agreement/ Subgrant No. 78-319
Amended by Agree. # 78-395

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Yolo County Superintendent of Schools

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Yolo County Superintendent of Schools hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Project M.O.V.E. - Yolo County Office of Education

Micro Fiched

Address

423 Main Street

FILED

NOV 27 1978

LAURENCE P. HENIGAN, Clerk

By Debra E. Conley Deputy

City

Woodland, CA 95695

Phone

666-0925

Program Director

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on December 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $231,786.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Jack J. Potter 10-27-78	Arthur H. Edmonds OCT 24 1978
Name and Title / Date	Name and Title / Date
Jack J. Potter County Superintendent of Schools	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of December, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Yolo County Superintendent of Schools hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

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(f) Making maximum efforts to achieve the provisions of the plan.

2. The Yolo County Superintendent of Schools is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) Title III YETP Operating Budget and Schedules

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

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3. Term

The term of this SUBGRANT shall begin December 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $ 231,786, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

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(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

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(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

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(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUB-GRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property.

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(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

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27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. _____.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Yolo County Superintendent of Schools
(Legal Name of SUBGRANTEE)

(Signature of Authorized Officer)

October 27 1978

County Superintendent of Schools
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

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2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

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f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 702(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

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o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

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w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the EA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

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In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 95-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

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6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate excedes except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

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12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

Micro Fiched

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

Micro Fiched

2. This financial agreement will be revieved by the Youth Advisory Council.

3. Youth in career employment experience will be provided constructive work experience which will improve their ability to make career decisions and which will provide them with basic work skills needed for regular employment.

4. Jobs provided under this program will be certified by the participating educational agency or institution as relevant to the educational and career goals of the participating youth.

5. Participating youth will be advised of the availability of other employment and training resources available in the local community to assist such youth in obtaining employment.

6. Career employment experience opportunities provided will be certified by a school based counselor as being relevant to the career and educational program for the youth being provided those opportunities.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

Arthur H. Edmonds

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Micro Fiched

University of California, Davis
(Legal Name of Subgrantee)

_____ 19____

(Signature of Authorized Officer)

Associate Dean of Research
(Title of Authorized Officer)

SUBSIDIZED TRAINING AND EMPLOYMENT PROGRAM

UNIVERSITY OF CALIFORNIA, DAVIS

In these days of continued high unemployment, ways must be found to open the economic system for those who, for whatever reason, have not been able to become competitive on the labor market. There is a continuing need for employers who are willing to train persons on the job who otherwise lack the necessary skills for employment. UC Davis is just such an employer.

The University of California, Davis proposes to provide opportunities for twenty-two adults with limited or no work skills to gain the skills necessary for them to become employed at the University of California, Davis; at the University Medical Center, Sacramento or, if the participant self selects, at a job outside the University system.

Micro Fiched

The goal of our proposed program is for the University of California, Davis to provide twenty-two (22) on-the-job training slots at UC Davis and the University Medical Center, Sacramento for CETA I eligible participants. After the training period, the program participants will be transitioned to regular full-time unsubsidized positions.

Micro Fiched

a. GRANTEE'S NAME AND ADDRESS

U. C. Davis
312 Mrak Hall
Davis, CA 95616

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM PLANNING SUMMARY

b. GRANT NUMBER

c. GRANT YEAR
From: Oct. 1, 1978
To: Sept. 30, 1979

d. TYPE OF PROGRAM
1. ☐ Title I
2. ☐ Title II
3. ☐ Title III Specify
4. ☐ Title VI

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

TRANS CODE	OFFICE CODE	STATE CODE	AREA CODE	SIC	P.Y.	PROJECT NUMBER	SUB-AGR NO	COMPO CODE	MOD
1	2	3	4	5	6 7	8 9 10	11 12	13	14

MOD. DATE: MM DD YY (15-20)

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec I: A (Total Enrollments) is the sum of A 1 and A 2. B (Total Terminations) is the sum of B 1 through B 5. C (Planned Enrollments) is A minus B.

Sec II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter. participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR TO DATE PLAN

	REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments this qtr.	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entering Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENTS (end of quarter)
a.	3	7	6	1	1	1		1	0	0	0	6
b.	6	16	15	1	4	3		2	1	1	0	12
c.	9	23	22	1	11	9		8	1	1	1	12
d.	12	23	0	1	23	19		17	2	3	1	0
		22	23	24	26	31	36	41	46	51	56	61	66	71	76

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

		A. CLASSROOM TRAINING: Occup. Skills	A. CLASSROOM TRAINING: Voc. Ed.	B. On the Job Training	C. Pub. Service Employment	D. Work Experience
a) Total Enrollments	1			7		
b) Currently Enrolled	2			6		
a) Total Enrollments	3			16		
b) Currently Enrolled	4			12		
a) Total Enrollments	5			23		
b) Currently Enrolled	6			12		
a) Total Enrollments	7			23		
b) Currently Enrolled	8			0		
		31	36	41	46	

IV. OTHER ACTIVITIES
(Reference III) QUANTATIVE

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

Placement Rate = 83%

Negative Terminations = 04%

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)	SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
a. Female	3	7	11	11	f. Farm Wkr.	2	4	8	8
b. Black	0	1	1	1	g. Veteran	1	1	2	2
c. Amer. Ind.	0	1	1	1	h. Welfare	2	4	6	6
d. Hispanic	2	4	6	6	i. Underemp.	1	2	5	5
e.					j. Unemployed	4	12	18	18

ETA 9-707 (Rev. 1978)

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo [redacted]nty Courthouse, Woodland, Cal[redacted]rnia 95695

CETA TITLE I OPERATING BUDGET

[x] ORIGINAL [ ] REVISION NO. _____ DATE _____

Subgrantee Name and Address:

U. C. Davis

312 Mrak Hall

Davis, CA - 95616

Contact Person Emily Mast

Phone 752-7300 Contract No. 78-321

Period: From _____ To _____

Program Name U. C. Davis OJT

Micro Fiched

MONTH	ACTIVITY							TOTAL
	CT	OJT	PSE	WE	SERVICE	OTHER	SUMMER	
OCT.		10,914						10,914
NOV.		10,897						10,897
DEC.		10,887						10,887
JAN.		10,886						10,886
FEB.		10,886						10,886
MAR.		10,879						10,879
APR.		10,879						10,879
MAY		10,879						10,879
JUNE		10,879						10,879
JULY		10,879						10,879
AUG.		10,879						10,879
SEPT.		10,879						10,879
TOTAL		130,623						130,623

MONTH	COST CATEGORY						TOTAL
	ADMIN.	ALLOW.	WAGES	FRINGES	TRAINING	SERVICES	
OCT.	586		7,887	1,588		853	10,914
NOV.	571		7,887	1,588		851	10,897
DEC.	560		7,887	1,588		852	10,887
JAN.	560		7,887	1,587		852	10,886
FEB.	553		7,894	1,587		852	10,886
MAR.	553		7,887	1,587		852	10,879
APR.	553		7,887	1,587		852	10,879
MAY	553		7,887	1,587		852	10,879
JUNE	553		7,887	1,587		852	10,879
JULY	553		7,887	1,587		852	10,879
AUG.	553		7,887	1,587		852	10,879
SEPT.	553		7,887	1,587		852	10,879
TOTAL	6,701		94,651	19,047		10,224	130,623

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

For CETA Approval Only:

Name and Title of Authorized Official

Signature _____ Date

Accountant _____ Date 10/24/78

Principal Administrative Analyst _____ Date 10/24/78

YC 108 (10-78)

OPERATING BUDGET

CONTRACT NO. 78-321

SUBGRANTEE'S NAME AND ADDRESS

U. C. Davis

312 Mrak Hall

Davis, CA 95616

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST					
SALARIES & WAGES	3,605	305	300	300	300
FRINGE BENEFITS					
FICA	0				
Workers' Compensation	34	1	3	3	3
Retirement	510	48	42	42	42
Health & Life Insurance	321	24	27	27	27
Unemployment Compensation Ins.	25	3	2	2	2
TRAVEL					
Mileage Reimbursement	113	14	9	9	9
Out-of-Town Travel	161	16	15	13	13
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings	270	25	25	22	22
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES					
Office Supplies	225	21	20	20	20
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph	260	25	25	21	21
Postage	225	21	20	20	20
OTHER COST					
Photocopy & Xerox	80	8	8	8	8
Rental - Office Equipment	220	19	19	19	19
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses	652	56	56	54	54
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	6,701	586	571	560	560

(ADMINISTRATIVE SUBGRANTEE)

SUBGRANTEE NAME AND ADDRESS

U. C. Davis
312 Mrak Hall
Davis, CA 95616

OPERATING BUDGET
CONTRACT NO. 78-321

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
300	300	300	300	300	300	300	300
3	3	3	3	3	3	3	3
42	42	42	42	42	42	42	42
27	27	27	27	27	27	27	27
2	2	2	2	2	2	2	2
9	9	9	9	9	9	9	9
13	13	13	13	13	13	13	13
22	22	22	22	22	22	22	22
18	18	18	18	18	18	18	18
21	21	21	21	21	21	21	21
18	18	18	18	18	18	18	18
6	6	6	6	6	6	6	6
18	18	18	18	18	18	18	18
54	54	54	54	54	54	54	54
553	553	553	553	553	553	553	553

SUBGRANTEE'S NAME AND ADDRESS

U. C. Davis

312 Mrak Hall

Davis, CA 95616

OPERATING BUDGET

CONTRACT NO. 78-321

Micro Fiched

ON-THE-JOB TRAINING	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES	94,651	7,887	7,887	7,887	7,887
FRINGE BENEFITS					
F.I.C.A.	0				
Workers' Comp. Ins.	864	72	72	72	72
P.S.E. (Uniforms, Supplies, etc.)					
Other	18,183	1,516	1,516	1,516	1,515
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES					
Staff Salaries	6,657	552	555	555	555
Staff Fringe Benefits	1,647	140	137	137	137
Staff Travel	22	1	1	2	2
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.	1,898	160	158	158	158
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	123,922	10,328	10,326	10,327	10,326
ADMINISTRATIVE COST	6,701	586	571	560	560
TOTAL - ON-THE-JOB TRAINING	130,623	10,914	10,897	10,887	10,886

(ON-THE-JOB TRAINING)

OPERATING BUDGET

CONTRACT NO. 78-331

SUBGRANTEE'S NAME AND ADDRESS

U. C. Davis

312 Mrak Hall

Davis, CA 95616

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
7,894	7,887	7,887	7,887	7,887	7,887	7,887	7,887
72	72	72	72	72	72	72	72
1,515	1,515	1,515	1,515	1,515	1,515	1,515	1,515
555	555	555	555	555	555	555	555
137	137	137	137	137	137	137	137
2	2	2	2	2	2	2	2
158	158	158	158	158	158	158	158
10,333	10,326	10,326	10,326	10,326	10,326	10,326	10,326
553	553	553	553	553	553	553	553
10,886	10,879	10,879	10,879	10,879	10,879	10,879	10,879

Subgrantee's Name and Address

UC Davis
312 Mrak Hall
Davis, CA 95616

Phone 752-7300

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From 1 OCT 78 To 30 SEP 79

Contract No 78-321

Title/Subtitle UC Davis - OJT

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACATION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COS					
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.	
STEP Coordinator	1,835	15	12	3,303		3,303	2,973	330		330				
Asst. STEP Coord. UCD	1,637	15	12	2,947		2,947	295	2,652		2,652				
Asst. STEP Coord. UMC	646	100	1	646		646	0	646		646				
Personnel Asst. I	935	30	12	3,366		3,366	337	3,029		3,029				
TOTAL				10,262		10,262	3,605	6,657		6,657				

SUBGRANTEE NAME AND ADDRESS

UC Davis
312 Mrak Hall
Davis, CA 95616

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Travel Schedule

Period From 1 OCT 78 To 30 SEP 79 Contract No. 78-321

POSITION OF TRAVELING STAFF	MILEAGE REIMBURSEMENTS					OUT OF TOWN (ADMIN.)			TOTAL	
	MILES PER DAY	NO. OF MOS.	COST PER MILE	TOTAL ADMIN	TOTAL NON-ADMIN	PROJ. NO. OF TRIPS	COST PER TRIP	TOTAL	ADMIN.	NON-AD
STEP Coordinator	15	50	.15	112.50		1	80.50	80.50	193.00	
Asst. STEP Coordinator	3	50	.15		22.50	1	80.50	80.50	80.50	22.50
TOTALS				112.50	22.50			161	273.50	22.50

COUNTY OF YOLO

Subgrant Signature Sheet

Title I

Agreement/ Subgrant No. 78-320
Amended by Agree. # 78-393

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Yolo County Superintendent of Schools

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Yolo County Superintendent of Schools hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Project M.O.V.E. - Yolo County Offices of Education

Address

423 Main Street

FILED
NOV 27 1978
LAURENCE P. HENIGAN, Clerk
By Debra E. Conley Deputy

City

Woodland

Phone

666-0925

Micro Fiched

Program Director

Jesse Moreno

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $753,624.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Jack J. Potter 10-26-78	Arthur H. Edmonds OCT 24 1978
Name and Title / Date	Name and Title / Date
Jack J. Potter County Superintendent of Schools	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Yolo County Superintendents of Schools hereinafter called SUBGRANTEE.

W I T N E S S E T H:

Micro Fiched

Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

Micro Fiched

2. The Yolo County Superintendent of Schools is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) CETA Title I Operating Budget and Schedules

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

The term of this SUBGRANT shall begin October 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

Micro Fiched

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $ 753,624, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

Micro Fiched

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

Micro Fiched

(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR & 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

Micro Fiched

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

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(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

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11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUB-GRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property. Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

21. Waiver

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The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

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27.. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTLE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-330.

COUNTY OF YOLO, PRIME SPONSOR

Arthur H. Edmonds
(Signature of Authorized Officer)

Arthur H. Edmonds
Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Yolo County Superintendent of Schools
(Legal Name of SUBGRANTEE)

Jack L. Potter
(Signature of Authorized Officer)

October 24 1978

Yolo County Superintendent of Schools
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

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2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 702(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

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p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

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w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

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In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited Engligh-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 93-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

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7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate exceeds except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

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13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(2[illegible])).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(20)).

D. Additional Assurances for Title II Programs

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All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

1. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

2. This financial agreement will be reviewed by the Youth Advisory Council.

3. Youth in career employment experience will be provided constructive work experience which will improve their ability to make career decisions and which will provide them with basic work skills needed for regular employment.

4. Jobs provided under this program will be certified by the participating educational agency or institution as relevant to the educational and career goals of the participating youth.

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5. Participating youth will be advised of the availability of other employment and training resources available in the local community to assist such youth in obtaining employment.

6. Career employment experience opportunities provided will be certified by a school based counselor as being relevant to the career and educational program for the youth being provided those opportunities.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

Arthur H. Edmonds

(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors

(Title of Authorized Officer)

Micro Fiched

Yolo County Superintendent of School

(Legal Name of Subgrantee)

October 26 1978

Jack L. Potter

(Signature of Authorized Officer)

County Superintendent of Schools

(Title of Authorized Officer)

PROGRAM NARRATIVE

Project M.O.V.E. is a totally comprehensive manpower service delivery program sponsored by the Yolo County Office of Education. The program structure provides the full range of manpower activities and services which include: intake, assessment, counseling, employability plan development, education and/or skills training, and the ultimate goal of unsubsidized job placement.

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CLASSROOM TRAINING

M.O.V.E.'s Institutional Training Program provides short-term vocational skills training for eligible participants in need of additional skill development to increase their overall employment potential. Following a complete assessment process, enrollees will be placed in a vocational program based on individual needs, skills ability, and occupational interest. The length of training is dependent on the selected vocational area. Areas of training include clerical, auto mechanics, welding, small office machines repair, truck driving and medical assisting.

Through the combining of Title I funds and State 5% Vocational Education monies, participants are provided with a stipend of $2.65 ($2.90) per hour and the total cost of tuition.

Participants will receive monitoring, counseling and supportive services throughout the duration of training. Upon training completion they will be assisted with job placement.

O.J.T.

The purpose of M.O.V.E.'s On-the-Job Training program is to develop and provide selected participants with direct hands-on training opportunities in

the private employment sector. Job Development activities include surveys of local industry and businesses to determine needs and labor market demands, coordination of job development contacts, assessment and evaluation of potential work sites to insure quality training, and complete participant assessment and evaluation to determine appropriate occupational goals and insure successful program completion. All of these activities are combined to facilitate the ultimate goal of transition to permanent unsubsidized employment.

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A minimum of 40 participants will be served in the 1978-79 O.J.T. program. Contracts will be negotiated with employers based on salaries commensurate with regular employees, with $3.00 an hour the minimum. Employers will be reimbursed for up to 50% of the designated hourly wage, and the length of training will be determined by the Standard of Vocational Preparation stated in the Dictionary of Occupational Titles.

JOB SEARCH PROGRAM

The Job Search Program, a classroom training activity, has been specifically designed to enable job ready clients to obtain permanent unsubsidized employment that is related to a predetermined occupational goal. Selected participants will attend class for 70 hours over a period of three consecutive weeks, and will receive a stipend of $2.65 (January 1, 1979, $2.90 per hour) for each hour of attendance.

The unique curriculum design provides 30 hours of intensive instruction and group process on application completion, interviewing techniques and a variety of activities designed to enhance individual self-esteem. Also included are specific techniques for securing job interviews by telephone contacts. Participants are "put on the telephone for the second and third

weeks of the program. It is anticipated that 240 eligible participants will be served by this component.

In addition to this intensive program, all service program participants can receive instruction in job hunting skills in M.O.V.E.'s Pre-employment Workshops. These workshops are offered in each office, once a week, for two hours.

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WEX

M.O.V.E.'s Work Experience program for in-school and out-of-school youth between the ages of 16 and 21 provides exposure to the world of work, opportunities for occupational exploration, the development of specific vocational skills, job search techniques, and stable work habits and attitudes. In-school youth are provided encouragement and support to continue their basic education, while out-of-school youth are encouraged to acquire the basic educational skills through a variety of educational alternatives in conjunction with viable and quality work experience. All participants are paid a minimum wage of $2.65 ($2.90) per hour.

The in-school program provides two hours of work experience per day; the out-of-school program provides six hours per day for 90 days. Every effort is made to assist job ready youth to obtain permanent unsubsidized employment. Approximately 135 youth will be served in this program

The following chart depicts the number of participants to be served by each program component as well as the proposed performance objectives for each in terms of percentages.

COMPONENT	ENROLLMENTS NO. SLOTS	JOB PLACEMENT % UNSUB.	TERMINATIONS % OP	% NP
Classroom Training	30	80	10	10
Job Search Workshop	240	80	10	10
O.J.T.	40	80	10	10
WEX	60 (135)*	15	67	18
Services (Pre-Emp. W.)	100	--	--	--

* Projected participants to be served.

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PROGRAM PLANNING SUMMARY

FORM II - O 1

Program Name and Address:

Project MO.Y.E.
425 Main Street
Woodland, CA 95695

Contact Person:

Name: Jesus M. Moreno

Phone: (916) 666-0925

Grant Year:

From: October 1, 1978

To: September 30, 1979

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR-TO-DATE PLAN

Report Period	A. TOTAL ENROLLMENTS	1. Enrollments this year	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entering Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other Positive	3. Non-Positive	C. PLANNED ENROLLMENTS (end of quarter)
[illegible]	281	218	63	160	113	80	33	0	28	19	121
[illegible]	635	572	63	443	295	194	101	0	44	64	192
[illegible]	901	838	63	776	539	344	195	0	146	93	123
[illegible]	1047*	984	63*	1047*	750*	478	271*	0	171	126	0
[illegible]											

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

	A CLASSROOM TRAINING	B On-the-Job Training	C Work Experience	D Other Activities	E Services
[illegible]					
a) Total Enrollments	18	21	80		135
b) Currently Enrolled	9	20	80		37
a) Total Enrollments	108	27	16		325
b) Currently Enrolled	71	20	14		76
a) Total Enrollments	183	33	16		510
b) Currently Enrolled	8	19	14		86
a) Total Enrollments	240	134	40		599
b) Currently Enrolled	0	0	0		0

III.

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)	SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A					f				
B					g				
C					h				
D					i				
E					j				

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE I OPERATING BUDGET

[x] ORIGINAL [ ] REVISION NO. _____ DATE September 29, 1978

Subgrantee Name and Address:

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

Contact Person Jesus M. Moreno

Phone 666-0925 Contract No. 78-320

Period: From 10/1/78 To 9/30/79

Program Name Project M.O.V.E.

Micro Fiched

MONTH	ACTIVITY							TOTAL
	CT	OJT	PSE	WE	SERVICE	OTHER	SUMMER	
OCT.	$ 10,695	$ 4,219	$	$ 19,099	$ 23,013			$ 57,026
NOV.	11,605	6,189		19,030	22,902			59,726
DEC.	18,693	8,189		19,030	22,902			68,814
JAN.	20,006	9,126		18,886	22,672			70,690
FEB.	20,710	8,994		18,583	28,894			77,181
MAR.	20,710	8,994		20,438	20,328			70,470
APR.	20,710	7,994		20,438	20,328			69,470
MAY	20,710	5,994		20,438	20,328			67,470
JUNE	20,710	3,994		-0-	24,038			48,742
JULY	20,010	2,994		-0-	24,038			47,042
AUG.	19,610	2,994		-0-	24,038			46,642
SEPT.	17,331	12,278		18,585	22,157			70,351
TOTAL	$ 221,500	$ 81,959		$ 174,527	$ 275,638			$ 753,624

MONTH	COST CATEGORY						TOTAL
	ADMIN.	ALLOW.	WAGES	FRINGES	TRAINING	SERVICES	
OCT.	$ 10,308	$ 3,674	$ 13,777	$ 429	$ 4,432	$ 24,406	$ 57,026
NOV.	10,008	4,674	13,777	429	6,432	24,406	59,726
DEC.	10,008	11,762	13,777	429	8,432	24,406	68,814
JAN.	9,384	13,262	13,777	429	9,432	24,406	70,690
FEB.	8,064	14,362	13,777	429	9,432	31,117	77,181
MAR.	8,064	14,362	13,777	429	9,432	24,406	70,470
APR.	8,064	14,362	13,777	429	8,432	24,406	69,470
MAY	8,064	14,362	13,777	429	6,432	24,406	67,470
JUNE	8,064	14,362	-0-	-0-	4,432	21,884	48,742
JULY	8,064	13,662	-0-	-0-	3,432	21,884	47,042
AUG.	8,064	13,262	-0-	-0-	3,432	21,884	46,642
SEPT.	8,050	10,974	13,774	430	12,732	24,391	70,351
TOTAL	$ 104,206	$143,080	$123,990	$ 3,862	$ 86,484	$ 292,002	$ 753,624

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

Jack Potter County Superintendent of Schools
Name and Title of Authorized Official

Jack L. Potter 10-26-78
Signature Date

YC 108 (10-78)

For CETA Approval Only:

Accountant 10/27/78
Date

Principal Administrative Analyst 10/24/78
Date

SUBGRANTEE'S NAME AND ADDRESS
Yolo County Superintendent of Schools

425 Main Street
Woodland, CA 95695

OPERATING BUDGET
CONTRACT NO. 78-320

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	$ 40,194	$ 3,350	$ 3,350	$ 3,350	$ 3,350
SALARIES & WAGES	32,776	3,500	3,500	3,500	2,475
FRINGE BENEFITS	11,536	1,230	1,230	1,230	872
FICA	1,783	190	190	190	135
Workers' Compensation	504	54	54	54	38
Retirement	3,565	380	380	380	269
Health & Life Insurance	5,356	271	271	271	405
Unemployment Compensation Ins.	328	35	35	35	25
TRAVEL	2,366	252	252	252	179
Mileage Reimbursement	1,566	167	167	167	118
Out-of-Town Travel	800	85	85	85	61
CONSULTANT & PROFESSIONAL SERVICES	1,800	192	192	192	136
Bookkeeping	-0-	-0-	-0-	-0-	-0-
Legal	-0-	-0-	-0-	-0-	-0-
Program Tech. Assist.	1,800	192	192	192	136
SPACE COST	4,294	726	426	426	302
Rental of Land & Buildings	3,097	330	330	330	234
Utilities	897	96	96	96	68
Janitorial Services	-0-	-0-	-0-	-0-	-0-
Repairs to Buildings	300	300	-0-	-0-	-0-
CONSUMABLE SUPPLIES	1,995	213	213	213	151
Office Supplies	1,455	155	155	155	110
Cleaning & Janitorial Supplies	540	58	58	58	41
COMMUNICATION COST	2,788	297	297	297	211
Telephone & Telegraph	1,988	212	212	212	150
Postage	800	85	85	85	61
OTHER COST	6,457	548	548	548	1,705
Photocopy & Xerox	2,719	290	290	290	205
Rental - Office Equipment	-0-	-0-	-0-	-0-	-0-
Maintenance & Repair -Equipment	920	-0-	-0-	-0-	920
Fid. & Gen. Insurance	400	-0-	-0-	-0-	400
Uncl. Expenses	2,418	258	258	258	183
EQUIPMENT	-0-	-0-	-0-	-0-	-0-
Office Equipment	-0-	-0-	-0-	-0-	-0-
Office Furniture & Fix.	-0-	-0-	-0-	-0-	-0-
TOTAL	$ 104,206	$ 10,308	$ 10,008	$ 10,008	$ 9,384

(ADMINISTRATIVE SUBGRANTEE)

OPERATING BUDGET

CONTRACT NO. 78-320

SUBGRANTEE'S NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
$ 3,350	$ 3,350	$ 3,350	$ 3,350	$ 3,350	$ 3,350	$ 3,350	$ 3,344
2,475	2,475	2,475	2,475	2,475	2,475	2,475	2,476
872	872	872	872	872	872	872	870
135	135	135	135	135	135	135	133
38	38	38	38	38	38	38	38
269	269	269	269	269	269	269	273
405	405	405	405	405	405	405	403
25	25	25	25	25	25	25	23
179	179	179	179	179	179	179	178
118	118	118	118	118	118	118	121
61	61	61	61	61	61	61	57
136	136	136	136	136	136	136	136
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0	-0-	-0-	-0-	-0-
136	136	136	136	136	136	136	136
302	302	302	302	302	302	302	300
234	234	234	234	234	234	234	235
68	68	68	68	68	68	68	65
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
151	151	151	151	151	151	151	148
110	110	110	110	110	110	110	110
41	41	41	41	41	41	41	38
211	211	211	211	211	211	211	209
150	150	150	150	150	150	150	152
61	61	61	61	61	61	61	57
388	388	388	388	388	388	388	389
205	205	205	205	205	205	205	209
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
183	183	183	183	183	183	183	183
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
$ 8,064	$ 8,064	$ 8,064	$ 8,064	$ 8,064	$ 8,064	$ 8,064	$ 8,050

SUBGRANTEE'S NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

OPERATING BUDGET

CONTRACT NO. 78-320

Micro Fiched

CLASSROOM TRAINING	TOTAL	OCT	NOV	DEC	JAN
ALLOWANCES	$ 141,920	$ 3,577	$ 4,577	$ 11,665	$ 13,165
Basic	89,880	1,000	2,000	8,688	8,688
Dependents					
Incentive	48,720	2,300	2,300	2,700	4,200
Other Additional	3,320	277	277	277	277
FRINGE BENEFITS					
Workers' Comp. Insur.					
TRAINING	29,187	2,432	2,432	2,432	2,432
Staff Salaries	18,795	1,566	1,566	1,566	1,566
Staff Fringe Benefits	5,639	470	470	470	470
Staff Travel	710	59	59	59	59
Special Program Tech. Assist.	-0-	-0-	-0-	-0-	-0-
Subcontractor Training Cost	-0-	-0-	-0-	-0-	-0-
Classroom Space Cost	894	75	75	75	75
Supplies	400	33	33	33	33
Telephone	2,749	229	229	229	229
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	19,131	1,594	1,594	1,594	1,594
Staff Salaries	11,520	960	960	960	960
Staff Fringe Benefits	3,456	288	288	288	288
Staff Travel	982	82	82	82	82
Spec. Prog. Tech. Assist.	-0-	-0-	-0-	-0-	-0-
Space Cost	795	66	66	66	66
Supplies	926	77	77	77	77
Telephone	1,452	121	121	121	121
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST					
ADMINISTRATIVE COST	31,262	3,092	3,002	3,002	2,815
TOTAL - CLASSROOM TRAINING	$ 221,500	$ 10,695	$ 11,605	$ 18,693	$ 20,006

(CLASSROOM TRAINING)

OPERATING BUDGET
CONTRACT NO. 78-320

SUBGRANTEE'S NAME AND ADDRESS
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95625

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
$ 14,265	$ 14,265	$ 14,265	$ 14,265	$ 14,265	$ 13,565	$ 13,165	$ 10,881
8,688	8,688	8,688	8,688	8,688	8,688	8,688	8,688
5,300	5,300	5,300	5,300	5,300	4,600	4,200	1,920
277	277	277	277	277	277	277	273
2,432	2,432	2,432	2,432	2,432	2,432	2,432	2,435
1,566	1,566	1,566	1,566	1,566	1,566	1,566	1,569
470	470	470	470	470	470	470	469
59	59	59	59	59	59	59	61
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
75	75	75	75	75	75	75	69
33	33	33	33	33	33	33	37
229	229	229	229	229	229	229	230
1,594	1,594	1,594	1,594	1,594	1,594	1,594	1,597
960	960	960	960	960	960	960	960
288	288	288	288	288	288	288	288
82	82	82	82	82	82	82	80
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
66	66	66	66	66	66	66	69
77	77	77	77	77	77	77	79
121	121	121	121	121	121	121	121
$	$	$	$	$	$	$	$
$ 2,419	$ 2,419	$ 2,419	$ 2,419	$ 2,419	$ 2,419	$ 2,419	$ 2,418
$ 20,710	$ 20,710	$ 20,710	$20,710	$ 20,710	$ 20,010	$ 19,610	$ 17,331

YC 104b (rev. 10/78)

SUBGRANTEE'S NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

OPERATING BUDGET

CONTRACT NO. 78-320

Micro Fiched

ON-THE-JOB TRAINING	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES	$				
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
P.S.E. (Uniforms, Supplies, etc.)					
Other					
TRAINING	57,297	2,000	4,000	6,000	7,000
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost	57,297	2,000	4,000	6,000	7,000
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	14,241	1,188	1,188	1,188	1,188
Staff Salaries	8,343	695	695	695	695
Staff Fringe Benefits	2,503	209	209	209	209
Staff Travel	1,664	139	139	139	139
Special Program Tech. Assist.	-0-	-0-	-0-	-0-	-0-
Space Cost	475	40	40	40	40
Supplies	926	77	77	77	77
Telephone	330	28	28	28	28
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST					
ADMINISTRATIVE COST	$ 10,421	$ 1,031	$ 1,001	$ 1,001	$ 938
TOTAL - ON-THE-JOB TRAINING	$ 81,959	$ 4,219	$ 6,189	$ 8,189	$ 9,126

(ON-THE-JOB TRAINING)

OPERATING BUDGET
CONTRACT NO. 78-320

SUBGRANTEE NAME AND ADDRESS
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
$ 7,000	$ 7,000	$ 6,000	$ 4,000	$ 2,000	$ 1,000	$ 1,000	$ 10,297
7,000	7,000	6,000	4,000	2,000	1,000	1,000	10,297
1,188	1,188	1,188	1,188	1,188	1,188	1,188	1,173
695	695	695	695	695	695	695	698
209	209	209	209	209	209	209	204
139	139	139	139	139	139	139	135
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
40	40	40	40	40	40	40	55
77	77	77	77	77	77	77	79
28	28	28	28	28	28	28	22
$ 806	$ 806	$ 806	$ 806	$ 806	$ 806	$ 806	$ 808
$ 8,994	$ 8,994	$ 7,994	$ 5,994	$ 3,994	$ 2,994	$2,994	$ 12,278

SUBGRANTEE NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

OPERATING BUDGET

CONTRACT NO. 78-320

Micro Fiched

WORK EXPERIENCE	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES	$ 123,990	$ 13,777	$ 13,777	$ 13,777	$ 13,777
FRINGE BENEFITS	3,862	429	429	429	429
F.I.C.A.					
Workers' Comp. Ins.	3,862	429	429	429	429
P.S.E. (Uniforms, Supplies, etc.)					
Other					
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	22,708	2,522	2,522	2,522	2,522
Staff Salaries	14,950	1,661	1,661	1,661	1,661
Staff Fringe Benefits	4,485	498	498	498	498
Staff Travel	1,947	216	216	216	216
Special Program Tech. Assist.	-0-	-0-	-0-	-0-	-0-
Space Cost	926	103	103	103	103
Supplies	400	44	44	44	44
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
WORKSITE SUPERVISION (YCCIP ONLY)					
Staff Salaries					
Staff Fringe					
Staff Travel					
Special Program Tech. Assist					
Space Cost					
Supplies					
Telephone					
Rental Equipment					
Office Equipment					
Uncl. Supervision Cost					
TOTAL NON-ADMINISTRATIVE COST					
ADMINISTRATIVE COST	$ 23,967	$ 2,371	$ 2,302	$ 2,302	$ 2,138
TOTAL - WORK EXPERIENCE	$ 174,527	$ 19,099	$ 19,030	$ 19,030	$ 18,886

YC 104d (rev. 10/78)

(WORK EXPERIENCE)

OPERATING BUDGET

CONTRACT NO. 78-320

SUBGRANTEE NAME AND ADDRESS
Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
$ 13,777	$ 13,777	$ 13,777	$ 13,777	$ -0-	$ -0-	$ -0-	$ 13,774
429	429	429	429	-0-	-0-	-0-	430
429	429	429	429	-0-	-0-	-0-	430
2,522	2,522	2,522	2,522	-0-	-0-	-0-	2,532
1,661	1,661	1,661	1,661	-0-	-0-	-0-	1,662
498	498	498	498				501
216	216	216	216				219
-0-	-0-	-0-	-0-				-0-
103	103	103	103				102
44	44	44	44				48
$ 1,855	$ 3,710	$ 3,710	$ 3,710	-0-	-0-	-0-	1,849
$ 18,583	$ 20,438	$ 20,438	$ 20,438	-0-	-0-	-0-	$ 18,585

OPERATING BUDGET
CONTRACT NO. 78-320

SUBGRANTEE NAME AND ADDRESS
Yolo County Superintendent of Schools
425 Main Street
Woodland, California 95695

Micro Fiched

SERVICES TO CLIENTS	TOTAL	OCT	NOV	DEC	JAN
ALLOWANCES	1,160	97	97	97	97
Basic					
Dependents					
Incentive	1,160	97	97	97	97
Other Additional					
SERVICES	235,922	19,102	19,102	19,102	19,102
Staff Salaries	153,643	12,804	12,804	12,804	12,804
Staff Fringe Benefits	46,093	3,841	3,841	3,841	3,841
Staff Travel	6,341	528	528	528	528
Spec. Prog. Tech. Assist.	-0-	-0-	-0-	-0-	-0-
Space Cost	11,671	973	973	973	973
Supplies	2,132	178	178	178	178
Telephone	5,868	489	489	489	489
Transportation					
Child Care					
Medical Assistance					
Rent Assistance					
Bonding Assistance					
Rental - Equipment					
Office - Equipment					
Uncl. Services Cost	10,174	289	289	289	289
TOTAL NON-ADMINISTRATIVE COST					
ADMINISTRATIVE COST	38,556	3,814	3,703	3,703	3,473
TOTAL - SERVICES TO CLIENTS	275,638	23,013	22,902	22,902	22,672

OPERATING BUDGET
CONTRACT NO. 78-32[redacted]

425 Main [redacted]reet
Woodland, [redacted]lifornia 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
97	97	97	97	97	97	97	93
97	97	97	97	97	97	97	93
25,813	19,102	19,102	19,102	19,102	19,102	19,102	19,089
12,804	12,804	12,804	12,804	12,804	12,804	12,804	12,799
3,841	3,841	3,841	3,841	3,841	3,841	3,841	3,842
528	528	528	528	528	528	528	533
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
973	973	973	973	973	973	973	968
178	178	178	178	178	178	178	174
489	489	489	489	489	489	489	489
7,000	289	289	289	289	289	289	284
$ 2,984	$ 1,129	$ 1,129	$ 1,129	$ 4,839	$ 4,839	$ 4,839	$ 2,975
$ 28,894	$ 20,328	$20,328	$ 20,328	$ 24,038	$ 24,038	$ 24,038	$ 22,157

YC 104e (rev. 10/78)

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SUBGRANTEE NAME AND ADDRESS
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Travel Schedule

Period From 10/1/78 To 9/30/79 Contract No. 78-320

POSITION OF TRAVELING STAFF	MILEAGE REIMBURSEMENTS					OUT OF TOWN (ADMIN.)			TOTAL	
	MILES PER TRIP	NO. OF TRIPS	COST PER MILE	TOTAL ADMIN	TOTAL NON-ADMIN	PROJ. NO. OF TRIPS	COST PER TRIP	TOTAL	ADMIN.	NON-ADMIN
Director	48	52	.16	$ 400	$	4	$ 50	$ 200	$ 600	$
Planner Counselor	84	52	.16	400	300	4	50	200	600	300
Office Manager	44	52	.16	68	300	4	50	200	268	300
Office Manager	45	52	.16	68	307	4	50	200	268	307
Program Clerk	72	52	.16	600	-0-				600	
Secretary - M. Hernandez	1.2	52	.16	10	-0-				10	
Secretary - P. Villarreal	1.2	52	.16	10	-0-				10	
Secretary - R. Gonzalez	1.2	52	.16	10	-0-				10	
Counselor - S. Yokoi	85	52	.16		710					710
Counselor - D. Lynch	35	52	.16		291					291
Counselor - R. Lester	123	52	.16		710					710
Job Developer - A. Griffin	85	52	.16		710					710
Workshop Trainer - G. Gordon	85	52	.16		710					710
Monitor - C. Bandhu	85	52	.16		710					710
Youth Spec. - F. Cobos	43	52	.16		355					355
Youth Spec. - S. Garcia	57	52	.16		472					472
Outreach - R. Castillo,	85	52	.16		710					710
J. Douglas	85	52	.16		710					710
C. Fowler	85	52	.16		710					710
S. Gorham	85	52	.16		710					710
V. Hernandez	85	52	.16		710					710
M. Lopez	85	52	.16		710					710
J. Pontarollo	85	52	.16		710					710
J. Wingard	43	52	.16		355					355
C. Moore	85	52	.16		710					710
M. Espinoza	4	52	.16		34					34
TOTALS				$ 1,566	$11,644			$ 800	$ 2,366	$11,644

Subgrantee's Name and Address

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA. 95695

Phone

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From 10/1/78 To 9/30/79

Contract No 78-320

Title/Subtitle

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACATION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COS				
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.
Director, J. Moreno	$1,508	38.2	12	$ 6,913		$ 6,913	$ 6,913						
Planner/Couns.N. Carlton	1,439	54.0	12	9,339		9,339	3,297	6,042				6,042	
Office Mgr. D. Herrera	1,206	74.5	12	10,781		10,781	3,546	7,235				7,235	
Office Mgr. B. Watson	1,161	83.3	12	11,606		11,606	4,643	6,963				6,963	
Prog. Clerk P.Archuleta	687	38.7	12	3,192		3,192	3,192						
Secretary M. Hernandez	744	54.5	12	4,869		4,869	2,638	2,231				2,231	
Secretary P.Villarreal	679	81.3	12	6,621		6,621	4,584	2,037				2,037	
Secretary R. Gonzalez	660	75.1	12	5,944		5,944	3,963	1,981				1,981	
Counselor, S. Yokoi	1,285	100	12	15,420		15,420		15,420				15,420	
Counselor D. Lynch	1,164	41.7	12	5,820		5,820		5,820				5,820	
Counselor R. Lester	1,219	100	9	10,971		10,971		10,971				10,971	
Job Developer A. Griffi	936		12	8,343		8,343		8,343		8,343			
Workshop Tngr. G. Gordo	895	100	12	10,740		10,740		10,740	10,740				
Tngr. Monitor C. Bandhu	960	100	12	11,520		11,520		11,520	11,520				
TOTAL													

Contract No. 78-320

grantee's Name and Address

lo County Superintendent of Schools

5 Main Street

odland, CA 95695

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YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Positions and Salaries Schedule

Period From 10/1/78 To 9/30/79

[redacted]ITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACA-TION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST					
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.	SUMMER ACT.
Youth Spec., F. Cobos	$ 1,164	50	9	6,984		6,984		6,984			6,984			
Youth Spec., S. Garcia	996	66.6	9	7,966		7,966		7,966			7,966			
Outreach, R. Castillo	885	100	12	10,620		10,620		10,620			10,620			
J. Douglas	974	100	12	11,682		11,682		11,682			11,682			
C. Fowler	841	100	12	10,093		10,093		10,093			10,093			
S. Gorham	821	100	12	9,852		9,852		9,852			9,852			
V. Hernandez	885	100	12	10,620		10,620		10,620			10,620			
M. Lopez	853	100	12	10,241		10,241		10,241			10,241			
[redacted] J. Pontarollo	915	100	12	10,980		10,980		10,980			10,980			
J. Wingard	878	50	12	5,270		5,270		5,270			5,270			
C. Moore	821	100	12	9,852		9,852		9,852			9,852			
M. Espinoza	813	4.8	12	975		975		975			975			
Workshop Trainer Slot	895	100	9	8,055		8,055		8,055	8,055					
Outreach - F. Zaragoza	793	50	12	4,770		4,770		4,770			4,770			
TOTAL				240,039		240,039	32,776	207,263	30,315	8,343	14,950	153,655		

SUBGRANTEE NAME AND ADDRESS

Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

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YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CONTRACT No. 78-320

PARTICIPANTS PAYMENT SCHEDULE

PERIOD FROM 10/1/78 TO 9/30/79

CLASSROOM TRAINING

TRAINING CLASSIFICATION	TOTAL PARTS	HRS. PR WEEK	NO. OF WEEKS	TOTAL HOURS	RATE PER HOUR	TOTAL AMOUNT	FEDERAL SHARE
$2.65/hr. October 1, 1978 - December 31, 1978	5	40	12	$ 2,400.00	$ 2.65	$ 6,360.00	
$2.90/hr. Starting January 1, 1979	5	40	14	2,800.00	2.90	8,120.00	
AFDC $ .75/hr.	25	40	26	26,000.00	2.90	75,400.00	
C.T.	30	40	26	31,200.00		89,880.00	
Job Search Workshops C.T.	240	28	2.5	16,800.00	2.90	48,720.00	
Pre-employment Workshops (Services)	100	4	1	400.00	2.90	1,160.00	
SUB - TOTAL				$48,400.00		$139,760.00	
PHASE IN/OUT/ABSENTEEISM %							
TOTAL							

SUBGRANTEE NAME AND ADDRESS

Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

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YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CONTRACT NO 78-320

PARTICIPANTS PAYMENT SCHEDULE

PERIOD FROM 10/1/78 TO 9/30/79

ON-THE-JOB TRAINING

TRAINING CLASSIFICATION	TOTAL PARTS	HRS. PR WEEK	NO. OF WEEKS	TOTAL HOURS	RATE PER HOUR	TOTAL AMOUNT	FEDE SHA
40 Slots at $1,200 per slot	40					$ 57,297	
SUB - TOTAL							
PHASE IN/OUT/ABSENTEEISM 5							
TOTAL							

SUBGRANTEE NAME AND ADDRESS
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

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YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CONTRACT No. 78-320

PARTICIPANTS PAYMENT SCHEDULE

PERIOD FROM 10/1/78 TO 9/30/79

WORK EXPERIENCE [redacted] TRAINING CLASSIFICATION	TOTAL PARTS.	HRS. PR WEEK	NO. OF WEEKS	TOTAL HOURS	RATE PER HOUR	TOTAL AMOUNT	FEDERAL SHARE
4 ½ months per participant i/s 4 ½ months	30	10	13	3,900	$ 2.65	$ 10,335	
4 ½ months per participant i/s 4 ½ months	30	10	26	7,800	2.90	22,620	
Total 60 participants i/s				11,700		$ 32,955	
3 months per participant o/s	20	30	13	7,800	$ 2.65	$ 20,670	
3 months per particpant o/s	20	30	26	15,600	2.90	45,240	
Total 60 participants				23,400		$ 65,910	
o/s	10	30	13	3,900	$ 2.65	$ 10,335	
[redacted] o/s	10	30	17	5,100	2.90	14,790	
Total 15 participants				9,000		$ 25,125	
SUB - TOTAL				44,100		$123,990	
INCREASE/DECREASE/ABSENTEEISM %							
TOTAL							

COUNTY OF YOLO

Subgrant Signature Sheet

Title I

Agreement/ Subgrant No. 78-321
Amended by Agree. # 78-394

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	University of California, Davis

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and University of California, Davis hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

University of California, Davis - STEP OJT

Address

312 Mrak Hall

City

Davis, CA 95616

Phone

752-7300

Program Director

Emily Mast

FILED
JAN 22 1979
PETER McNAMEE, Clerk
By Debra Conley
Deputy

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County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $130,623.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Name and Title / Date	Name and Title / Date
Fredrick W. Hill Associate Dean of Research	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

OCT 24 1978

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the University of California, Davis hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals.

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

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2. University of California, Davis is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) CETA Title I Operating Budget and Schedules

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

The term of this SUBGRANT shall begin October 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

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4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $130,623, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

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If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

(e) Documentation of Cost

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All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

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(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

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(b) Without Cause

PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

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9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

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11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUB-GRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property.

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

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(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

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(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

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21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

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(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

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27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

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29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-331.

COUNTY OF YOLO, PRIME SPONSOR

Walter H. Edmonds Jr.
(Signature of Authorized Officer)

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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University of California, Davis
(Legal Name of SUBGRANTEE)

Associate Dean of Research
(Signature of Authorized Officer)

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(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

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3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 707(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(3)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)). Micro Fiched

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

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x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the PA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

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B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 93-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

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6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate exceeds except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

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4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

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12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

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Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(20)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

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It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

AGREEMENT NO. 78-322

SUBDIVISION IMPROVEMENT AGREEMENT

FILED
OCT 31 1978
LAURENCE P. HENIGAN, Clerk
By [illegible] Deputy

Subdivision No. 2782
Unit No. 1-A

(Larchmont Summerfield)

THIS AGREEMENT is made and entered into on this 31st day of October, 1978, by and between M. J. BROCK & SONS, INC.

hereinafter referred to as "Subdivider" and the County of Yolo, hereinafter referred to as "County".

Micro Fiched

WHEREAS, the Subdivider proposes to subdivide and develop that area known and referred to as Subdivision No. 2782, Unit No. 1-A and promises to present plans and specificiations for the development thereof.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. That the Subdivider will develop and construct in and adjacent to said Subdivision No. 2782, Unit No. 1-A, public improvements including but not limited to street improvements consisting of concrete curbs, gutters, sidewalks, and driveway aprons, asphalt paving and base, water distribution system, waste water collection system, and on-side and off-site storm drainage facilities necessary to adequately drain said Subdivision in accordance with the standards imposed by law, all in accordance with said plans and specifications to be prepared in conformance with Yolo County Improvement Standards and Specifications and approved by the Department of Public Works and complete the same within twenty-four (24) months after the date hereon in good and workmanlike manner, and upon completion relinquish said improvements to the agency of jurisdiction as agreed upon herein.

   Off-site work shall specifically include improvements consisting of Linden Road and all utilites within Linden Road from the connection with the existing improvements adjacent to the east boundary of said subdivision to a point 1,113.63 feet westerly thereof, and a storm drain system consisting of a pump station and drain channels adequate to drain subdivision No. 2782, Units No. 1-A and 1-B in accordance with the provisions of Yolo County Improvement Standards and Specifications.

2. That the Subdivider shall obtain and file with the County good and sufficient "Improvement Securities" in favor of the County of Yolo and in a form approved by the County pursuant to Chapter 5, Division 2, Title 7, of the California Government Code. The amount of such "Improvement Securities" shall be as follows:

(1) Not less than fifty percent (50%) of the estimated costs of the public improvements to be constructed pursuant to Article 1 of this Agreement, to guarantee faithful performance.

(2) Not less than fifty percent (50%) of the estimated costs of the public improvements to be constructed pursuant to Article 1 of this Agreement, to guarantee payments to contractors, laborers, and materialmen.

Micro Fiched

3. That the Subdivider reserves the right to modify said plans and specifications as the development progresses, with written approval of the Director of Public Works of the County, should unforeseen conditions occur which may require such modifications.

4. That the Subdivider shall pay to the County the actual cost of checking plans and inspecting construction of improvements in accordance with the Yolo County Code Section 8-1.1107 prior to final acceptance of improvements and shall deposit $11,590.00 for said purpose.

5. That Subdivider shall indemnify and hold harmless the County from any and all loss, damage, or liability resulting from Subdivider's performance or non-performance of his duties under this Agreement, or from negligence of himself or his agents, servants, and employees, and all action or causes of action filed by any person or persons claiming damage caused by the development of said Subdivision No. 2782, Unit No.1-A.

6. That Subdivider will furnish County evidence acceptable to the County of insurance, insuring County against claims for personal liability and property damage arising in the course of construction of improvements required herein in the sum of $500,000 in respect to personal injuries and/or death of any one person, $1,000,000 in respect to personal injuries or death for any one occurrence and $500,000 in respect to property damage in any one occurrence.

7. That Subdivider shall notify the Director of Public Works of the commencement of the work of improvements.

8. That the completion of the development of said Subdivision No. 2782, Unit No. 1-A, shall be the date as of which the Board of Supervisors shall, by resolution duly passed and adopted, accept said improvements according to said plans and specifications, as modified, if such modification is

required under the terms hereof, and the Subdivider is notified thereof in writing. Neither passage of said resolution hereinabove referred to, nor periodic or progress inspection or approval shall bind the County to accept said improvements, or waive any defect in the same or any breach of this agreement. Acceptance of any part or state of said improvement shall not be final until the written notice of final acceptance of all the improvements shall have been delivered to the Subdivider as required herein.

9. That the Subdivider agrees to remedy any defects in the improvement arising from faulty or defective construction of said improvements occurring within twelve (12) months after acceptance thereof.

Micro Fiched

10. If the construction of the work or improvement should be delayed without fault of Subdivider, the time for the completion thereof may be extended by the County for such period of time as the County may deem reasonable.

11. That should the Subdivider fail to construct said improvements, repairs, or corrective work within the time or times specified in this Agreement or amendments thereto, the County may, at its option, complete the same and recover the cost thereof from the Subdivider.

12. Where required pursuant to the provision of Section 66496 of the California Government Code the Subdivider shall furnish the County a bond or cash deposit in the amount of $1,750.00 guaranteeing payment of the cost of setting monuments of survey.

13. It is mutually understood and agreed that when the work of improvement is accepted as defined herein, fifteen percent (15%) or five hundred dollars ($500.00) whichever is greater, of the "Improvement Security" shall be retained by the County to guarantee the faithful performance of the provisions of Paragraph 9 of this Agreement.

14. Any extension of time hereunder shall not operate to release the surety on the Improvement Securities filed pursuant to this Agreement. In this connection, the security waives the provisions of Section 2819 of the Civil Code of the State of California.

15. The acceptance by County of bonds required herein is conditioned upon surety's fulfillment of the prerequisites set forth in Rule 242(a), formerly Rule 29 (a) of the Rules for the Superior Court, State of California.

16. Time is of the essence of each and all the provisions of this Agreement, and the provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties have hereto set their signatures as of the date first above named herein.

Micro Fiched

COUNTY OF YOLO

By _____
CHAIRMAN OF THE BOARD OF SUPERVISORS

SUBDIVIDER - M. J. BROCK & SONS, INC.

By _____
Donald E. Reed, Assistant Vice President

By _____
Donald E. Harvey, Assistant Secretary

ATTEST:

LAURENCE P. HENIGAN
County Clerk

By _____
Deputy

Recommended for Approval to the Board of Supervisors of the County of Yolo:

_____
Director of Public Works

APPROVED AS TO FORM:

_____
COUNTY COUNSEL

FILED

OCT 31 1978

LAURENCE P. HENIGAN, Clerk

By Gale E. Lucas Deputy

INSURANCE COMPANY OF NORTH AMERICA

BOND NO. M 11 28 98

SUBDIVISION TAX BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, M. J. Brock & Sons, Inc., as Principal and the Insurance Company of North America, a corporation created, organized and existing under and by the virtue of the laws of the State of Pennsylvania and authorized to transact a general surety business in the State of California, are held and firmly bound unto the COUNTY OF YOLO, State of California, in the penal sum of Five Thousand Two Hundred Twenty One and no/100ths ($5,221.00) lawful money of the United States of America, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

Micro Fiched

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that WHEREAS, the said M. J. Brock & Sons, Inc., owner of a tract of land representing a certain subdivision of real estate, to-wit: LARCHMONT SUMMERFIELD, SUBDIVISION #2782, Unit No. 1A, intends to file a map thereof with the County Recorder of Yolo County.

AND WHEREAS, the Provisions of the State Law require that this bond be filed with the Board of Supervisors of Yolo County.

NOW WHEREFORE, if the said Principal shall pay or cause to be paid, all taxes, and all special assessments collected like taxes, for the fiscal year 1978-1979 which at the time of filing said map, are a lien against such subdivision, or any part thereof, but not yet payable, then this obligation shall cease and be void, otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, said Principal and said Surety have hereunto set their hands and seals this 20th day of October, 1978.

PRINCIPAL

M. J. BROCK & SONS, INC.

BY Carroll E. Brock
Carroll E. Brock, Vice President

SURETY

INSURANCE COMPANY OF NORTH AMERICA

BY Donald E. Gish
DONALD E. GISH ATTORNEY IN FACT

10-31-78

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By
DEPUTY COUNTY COUNSEL

STATE OF CALIFORNIA

COUNTY OF SAN FRANCISCO } SS.

On this 20TH day of OCTOBER in the year 1978

before me C. P. LUCAS a Notary Public in and for the STATE OF CALIFORNIA personally appeared DONALD E. GISH known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-Fact of the INSURANCE COMPANY OF NORTH AMERICA, and acknowledged to me that he subscribed the name of the INSURANCE COMPANY OF NORTH AMERICA thereto as surety and his own name as Attorney-in-Fact.

OFFICIAL SEAL
C. P. LUCAS
NOTARY PUBLIC CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO
My Commission Expires July 26, 1982

C P Lucas
Notary Public in and for the State of California

S-6733 Printed in U.S.A.

Micro Fiched

STATE OF CALIFORNIA
COUNTY OF Sacramento } SS

ON October 20, 19 78, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Carroll E. Brock known to me to be the Vice President, xxx xxxxxxxxxxxxxxxxxxxxxxx of the Corporation that executed the within instrument and the officers who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-laws or a Resolution of its Board of Directors.

OFFICIAL SEAL
SYLVIA L. WILLIS
NOTARY PUBLIC - CALIFORNIA
SACRAMENTO COUNTY
My Commission Expires May 21, 1982

Notary's Signature Sylvia L Willis

CORPORATION ACKNOWLEDGMENT
Form No. 14

POWER OF ATTORNEY

INA INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 3.6 and 5.1 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof.

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto; and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

Micro Fiched

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint DONALD E. GISH, of the City of San Francisco, State of California

, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE, Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said **INSURANCE COMPANY OF NORTH AMERICA** this 25th day of September 19 75

INSURANCE COMPANY OF NORTH AMERICA

(SEAL) by C. Daniel Drake
Vice-President

STATE OF PENNSYLVANIA } ss.
COUNTY OF PHILADELPHIA }

On this 25th day of September, A. D. 1975, before me, a Notary Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE, Vice-President of the **INSURANCE COMPANY OF NORTH AMERICA** to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written.

Maureen Gill
Notary Public.

(SEAL) My commission expires August 13, 1979

I, the undersigned, Assistant Secretary of **INSURANCE COMPANY OF NORTH AMERICA**, do hereby certify that the foregoing is a full, true and correct copy of the POWER OF ATTORNEY, of which the foregoing is in full force and effect. In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the Corporation, this 20TH day of OCTOBER 19 78

(SEAL)

Elmer Nesheim
Assistant Secretary

SP-1C 7/75 Printed in U.S.A.

FILED

OCT 31 1978

LAURENCE P. HENIGAN, Clerk

By _____ Deputy

Bond No. M 11 29 00

Premium $1,125.00 2YRS

BOND FOR FAITHFUL PERFORMANCE

(Subdivision No. 2782, Unit No. 1A)

WHEREAS, the Board of Supervisors of the County of Yolo, State of California, and M.J. BROCK & SONS, INC,

hereinafter designated as "Principal", have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated October 31 1978, and identified as Subdivision Improvement Agreement, Subdivision No. 2782 (

* LARCHMONT SUBDENFIELD-UNIT #1-TRACT 2782

Micro Fiched

is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal, and

INSURANCE COMPANY OF NORTH AMERICA

as surety, are held and firmly bound unto the County of Yolo, hereinafter called "County", in the penal sum of

ONE HUNDRED TWENTY FIVE THOUSAND AND NO/100----------

dollars ($125,000.00------) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless County its officers, agents and employees as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys fees, incurred by County in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

* CONSTRUCTION OF PERMANENT DRAINAGE PUMP STATION AND RETENTION POND TO BE BUILT WITHIN TWO - YEARS.

STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO } SS.

On this 20TH day of OCTOBER in the year 1978

before me C. P. LUCAS a Notary Public in and for the STATE OF CALIFORNIA personally appeared DONALD E. GISH known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-Fact of the INSURANCE COMPANY OF NORTH AMERICA, and acknowledged to me that he subscribed the name of the INSURANCE COMPANY OF NORTH AMERICA thereto as surety and his own name as Attorney-in-Fact.

OFFICIAL SEAL
C. P. LUCAS
NOTARY PUBLIC - CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO
My Commission Expires July 26, 1982

C P Lucas
Notary Public in and for the State of California

BS-6733 Printed in U.S.A.

Micro Fiched

STATE OF CALIFORNIA
COUNTY OF Sacramento } SS

ON October 20, 1978, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Carroll E. Brock known to me to be the Vice President xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx of the Corporation that executed the within instrument and the officers who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-laws or a Resolution of its Board of Directors.

OFFICIAL SEAL
SYLVIA L. WILLIS
NOTARY PUBLIC - CALIFORNIA
SACRAMENTO COUNTY
My Commission Expires May 21, 1982

Notary's Signature Sylvia L Willis

CORPORATION ACKNOWLEDGMENT
Form No. 14

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

In witness whereof, this instrument has been duly executed by the principal and surety above named on October 20, 19 78.

M. J. BROCK & SONS, INC.

Witness: By: _____

_____

_____

"Principal"

INSURANCE COMPANY OF NORTH AMERICA

"Surety"

APPROVED AS TO FORM: By: _____

Attorney in fact

DONALD E. GISH

10-31-28

_____

County Counsel

STATE OF CALIFORNIA
County of _____

On the _____ day of _____, in the year One Thousand Nine Hundred and _____, before me _____, a Notary Public in and for the County of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-fact of the _____, and acknowledged to me that he subscribed the name of the _____ _____ thereto, as principal and his own name as Attorney-in-fact.

_____

Notary Public in and for the

_____

County of

_____

State of California
My Commission Expires

(Seal)

Micro Fiched

POWER OF ATTORNEY

INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 3.6 and 5.1 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof:

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto; and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

Micro Fiched

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint DONALD E. GISH, of the City of San Francisco, State of California

, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE, Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said **INSURANCE COMPANY OF NORTH AMERICA** this 25th day of September 19 75.

INSURANCE COMPANY OF NORTH AMERICA

(SEAL)

by C. Daniel Drake
Vice-President

STATE OF PENNSYLVANIA }
COUNTY OF PHILADELPHIA } ss.

On this 25th day of September, A. D. 1975, before me, a Notary Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE, Vice-President of the **INSURANCE COMPANY OF NORTH AMERICA** to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written.

Maureen Gihill
Notary Public.

My commission expires August 13, 1979

(SEAL)

I, the undersigned, Assistant Secretary of **INSURANCE COMPANY OF NORTH AMERICA**, do hereby certify that the foregoing is a full, true and correct copy of the POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is in full force and effect.

In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the corporation, this 20TH day of OCTOBER 19 78.

Elmer Nesbitt
Assistant Secretary

SB-1C 7/75 Printed in U.S.A.

FILED
OCT 31 1978
LAURENCE P. HENIGAN, Clerk
By _____ Deputy

Bond No. M 11 28 96

Premium $20.00-2YRS

BOND FOR FAITHFUL PERFORMANCE

(Subdivision No. 2782, Unit No. 1A)

WHEREAS, the Board of Supervisors of the County of Yolo, State of California, and M.J. BROCK & SONS, INC.

hereinafter designated as "Principal", have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated OCTOBER 31 1978, and identified as Subdivision Improvement Agreement, Subdivision No. 2782 (Construction of Subdivision monument in Larchmont Sumerfield, Unit 1A Tract 2782), is hereby referred to and made a part hereof; and

Micro Fiched

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal, and INSUDANCE COMPANY OF NORTH AMERICA as surety, are held and firmly bound unto the County of Yolo, hereinafter called "County", in the penal sum of ONE THOUSAND SEVEN HUNDRED FIFTY AND NO/100---------- dollars ($1,750.00-------) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless County its officers, agents and employees as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys fees, incurred by County in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

STATE OF CALIFORNIA
COUNTY OF Sacramento } SS

ON October 20, 19 78 before me, the undersigned, a Notary Public in and for said County and State, personally appeared Carroll E. Brock known to me to be the Vice President, xxx xxxxxxxxxxxxxxxxxxxxxxx of the Corporation that executed the within instrument and the officers who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-laws or a Resolution of its Board of Directors.

OFFICIAL SEAL
SYLVIA L. WILLIS
NOTARY PUBLIC - CALIFORNIA
SACRAMENTO COUNTY
My Commission Expires May 21, 1982

Notary's Signature Sylvia L. Willis

CORPORATION ACKNOWLEDGMENT
Form No. 14

Micro Fiched

STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO } SS.

On this 20TH day of OCTOBER in the year 1978

before me C. P. LUCAS a Notary Public in and for the STATE OF CALIFORNIA personally appeared DONALD E. GISH known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-Fact of the INSURANCE COMPANY OF NORTH AMERICA, and acknowledged to me that he subscribed the name of the INSURANCE COMPANY OF NORTH AMERICA thereto as surety and his own name as Attorney-in-Fact.

OFFICIAL SEAL
C. P. LUCAS
NOTARY PUBLIC - CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO
My Commission Expires July 26, 1982

C P Lucas
Notary Public in and for the State of California

BS-6733 Printed in U.S.A.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

In witness whereof, this instrument has been duly executed by the principal and surety above named on October 20, 19 78.

M. J. BROCK & SONS, INC.

Witness: By: _____

_____

_____

"Principal"

INSURANCE COMPANY OF NORTH AMERICA

"Surety"

APPROVED AS TO FORM: By: Donald E. Gish

Attorney in fact

DONALD E. GISH

County Counsel

10-2-78

STATE OF CALIFORNIA
County of _____

Micro Fiched

On the _____ day of _____, in the year One Thousand Nine Hundred and _____, before me _____, a Notary Public in and for the County of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-fact of the _____, and acknowledged to me that he subscribed the name of the _____ thereto, as principal and his own name as Attorney-in-fact.

_____
Notary Public in and for the

_____
County of

_____
State of California
My Commission Expires

(Seal)

POWER OF ATTORNEY

INA INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 3.6 and 5.1 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof.

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto; and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint DONALD E. GISH, of the City of San Francisco, State of California

Micro Fiched

, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE, Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said **INSURANCE COMPANY OF NORTH AMERICA** this 25th day of September 19 75.

INSURANCE COMPANY OF NORTH AMERICA

(SEAL)

by C. Daniel Drake
Vice-President

STATE OF PENNSYLVANIA }
COUNTY OF PHILADELPHIA } ss.

On this 25th day of September, A. D. 1975, before me, a Notary Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE, Vice-President of the **INSURANCE COMPANY OF NORTH AMERICA** to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written.

Notary Public.

My commission expires August 13, 1979

I, the undersigned, Assistant Secretary of **INSURANCE COMPANY OF NORTH AMERICA**, do hereby certify that the foregoing is a full, true and correct copy of the POWER OF ATTORNEY, of which is in full force and effect. In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the corporation, this 20TH day of OCTOBER 19 78.

(SEAL)

Assistant Secretary

SB-1C 7-75 Printed in U.S.A.

FILED
OCT 31 1978
LAURENCE P. HENIGAN, Clerk
By ..... Deputy

Bond No. M 11 28 97

Premium $3,717.00-2YRS

BOND FOR FAITHFUL PERFORMANCE

(Subdivision No. 2782, Unit No. 1A)

WHEREAS, the Board of Supervisors of the County of Yolo, State of California, and M.J. BROCK & SONS, INC,

hereinafter designated as "Principal", have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated OCTOBER 31 19 78, and identified as Subdivision Improvement Agreement, Subdivision No. 2782 (SUBDIVISION IMPROVEMENTS LARCHMONT SUMMERFIELD-UNIT 1A-TRACT 2782), is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

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NOW, THEREFORE, we, the Principal, and INSURANCE COMPANY OF NORTH AMERICA as surety, are held and firmly bound unto the County of Yolo, hereinafter called "County", in the penal sum of FOUR HUNDRED THIRTEEN THOUSAND AND NO/100---------- dollars ($413,000.00------) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless County its officers, agents and employees as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys fees, incurred by County in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

STATE OF CALIFORNIA
COUNTY OF Sacramento } SS

ON October 20, , 19 78 before me, the undersigned, a Notary Public in and for said County and State, personally appeared Carroll E. Brock known to me to be the Vice President, ~~xxx~~ ~~xxxxxxxxxxxxxxxxxxxxxxxxxxx~~ of the Corporation that executed the within instrument and the officers who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-laws or a Resolution of its Board of Directors.

OFFICIAL SEAL
SYLVIA L. WILLIS
NOTARY PUBLIC - CALIFORNIA
SACRAMENTO COUNTY
My Commission Expires May 21, 1982

Notary's Signature Sylvia L. Willis

CORPORATION ACKNOWLEDGMENT
Form No. 14

STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO } SS.

Micro Fiched

On this 20TH day of OCTOBER in the year 1978
before me C. P. LUCAS a Notary Public in and for the STATE OF CALIFORNIA personally appeared DONALD E. GISH known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-Fact of the INSURANCE COMPANY OF NORTH AMERICA, and acknowledged to me that he subscribed the name of the INSURANCE COMPANY OF NORTH AMERICA thereto as surety and his own name as Attorney-in-Fact.

OFFICIAL SEAL
C. P. LUCAS
NOTARY PUBLIC - CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO
My Commission Expires July 26, 1982

C P Lucas
Notary Public in and for the State of California

BS-6733 Printed in U.S.A.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

In witness whereof, this instrument has been duly executed by the principal and surety above named on October 20, 19 78.

M. J. BROCK & SONS, INC.

Witness: By: _____

_____ _____

_____ _____
"Principal"

Micro Fiched

INSURANCE COMPANY OF NORTH AMERICA
"Surety"

APPROVED AS TO FORM: By: _____
Attorney in fact
DONALD E. GISH

_____
County Counsel

STATE OF CALIFORNIA
County of _____

On the _____ day of _____, in the year One Thousand Nine Hundred and _____, before me _____, a Notary Public in and for the County of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-fact of the _____, and acknowledged to me that he subscribed the name of the _____ _____ thereto, as principal and his own name as Attorney-in-fact.

_____
Notary Public in and for the

_____
County of

_____
State of California
My Commission Expires

(Seal)

POWER OF ATTORNEY

INA INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 3.6 and 5.1 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof.

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto, and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint DONALD E. GISH, of the City of San Francisco, State of California

Micro Fiched

, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE, Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said **INSURANCE COMPANY OF NORTH AMERICA** this 25th day of September 19 75.

INSURANCE COMPANY OF NORTH AMERICA

(SEAL)

by C. Daniel Drake
Vice-President

STATE OF PENNSYLVANIA
COUNTY OF PHILADELPHIA } ss.

On this 25th day of September A. D. 1975, before me, a Notary Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE, Vice-President of the **INSURANCE COMPANY OF NORTH AMERICA** to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written.

Maureen Schell
Notary Public.

My commission expires August 13, 1979

(SEAL)

I, the undersigned, Assistant Secretary of **INSURANCE COMPANY OF NORTH AMERICA**, do hereby certify that the foregoing is a POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is in full force and effect. In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the Corporation, this 20TH day of OCTOBER 19 78.

Assistant Secretary

88-1C 7-75 Printed in U.S.A.

Bond No. M 11 29 00

Premium $1,125.00-2YRS

FILED
OCT 31 1978
LAURENCE P. HENIGAN, Clerk
By [signature] Deputy

PAYMENT BOND

(Subdivision No. 2782, Unit No. 1A)

WHEREAS, the Board of Supervisors of the County of Yolo, State of California, and M.I. BROCK & SONS, INC.

hereinafter designated as "Principal", have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated October 31 19 78, and identified as Subdivision Improvement Agreement, Subdivision No. 2782 (LARCHMONT SUBDIVERFIELD-UNIT #1-TRACT 2782),

is hereby referred to and made a part hereof; and

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WHEREAS, under the terms of said agreement, principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the County of Yolo to secure the claims to which reference is made in Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code of the State of California.

NOW, THEREFORE, said Principal and the undersigned as corporate surety, are held firmly bound unto the County of Yolo and all Contractors, subcontractors, laborers, materialmen and other persons employed in the performence of the aforesaid agreement and referred to in the aforesaid code of Civil Procedure in the sum of

ONE HUNDRED TWENTY FIVE THOUSAND AND NO/100---------- dollars ($ 125,000.00 --------), (not less than 50% of the estimated cost), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys fees, incurred by County in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

* CONSTRUCTION OF PERMANENT DRAINAGE PUMP STATION AND RETENTION POND TO BE BUILT WITHIN TWO YEARS

STATE OF CALIFORNIA
COUNTY OF Sacramento } SS

ON October 20, 19 78 before me, the undersigned, a Notary Public in and for said County and State, personally appeared Carroll E. Brock known to me to be the Vice President, xxx xxxxxxxxxxxxxxxxxxxxxxxxxx of the Corporation that executed the within instrument and the officers who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-laws or a Resolution of its Board of Directors.

OFFICIAL SEAL
SYLVIA L. WILLIS
NOTARY PUBLIC - CALIFORNIA
SACRAMENTO COUNTY
My Commission Expires May 21, 1982

Notary's Signature Sylvia L. Willis

CORPORATION ACKNOWLEDGMENT
Form No. 14

Micro Fiched

STATE OF CALIFORNIA
COUNTY OF SAN FRANCISCO } SS.

On this 20TH day of OCTOBER in the year 1978

before me C. P. LUCAS a Notary Public in and for the STATE OF CALIFORNIA personally appeared DONALD E. GISH known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-Fact of the INSURANCE COMPANY OF NORTH AMERICA, and acknowledged to me that he subscribed the name of the INSURANCE COMPANY OF NORTH AMERICA thereto as surety and his own name as Attorney-in-Fact.

OFFICIAL SEAL
C. P. LUCAS
NOTARY PUBLIC - CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO
My Commission Expires July 26, 1982

C P Lucas
Notary Public in and for the State of California

S-6733 Printed in U.S.A.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of said agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such charge, extension, alteration or addition.

In witness whereof, this instrument has been duly executed by the principal and surety above-named on October 20, 1978.

M. J. BROCK & SONS, INC.

Witness: By: Paul J. Brock

Micro Fiched

"Principal"

INSURANCE COMPANY OF NORTH AMERICA

"Surety"

By: Donald E. Gish
Attorney-in-fact
DONALD E. GISH

APPROVED AS TO FORM:
E. Schwartz, Dep. 10-31-78
County Counsel

STATE OF CALIFORNIA
COUNTY OF

On the _____ day of _____ in the year One Thousand Nine Hundred and _____, before me _____, a Notary Public in and for the County of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-fact of the _____, and acknowledged to me that he subscribed the name of the _____ thereto as principal and his own name as Attorney-in-fact.

Notary Public in and for the

County of

State of California
My Commission Expires

(Seal)

POWER OF ATTORNEY

INA INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 3.6 and 5.1 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof:

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto, and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint DONALD E. GISH, of the City of San Francisco, State of California

Micro Fiched

, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE, Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said **INSURANCE COMPANY OF NORTH AMERICA** this 25th day of September 19 75.

INSURANCE COMPANY OF NORTH AMERICA

(SEAL)

by C. Daniel Drake
Vice-President

STATE OF PENNSYLVANIA } ss.
COUNTY OF PHILADELPHIA }

On this 25th day of September, A. D. 1975, before me, a Notary Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE, Vice-President of the **INSURANCE COMPANY OF NORTH AMERICA** to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written.

Maureen Farrell
Notary Public.

My commission expires August 13, 1979

(SEAL)

I, the undersigned, Assistant Secretary of **INSURANCE COMPANY OF NORTH AMERICA,** do hereby certify that the POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is in full force and effect. In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the Corporation, this 20TH day of OCTOBER 19 78.

(SEAL)

Assistant Secretary

SB-1C 7-75 Printed in U.S.A.

Bo· No. M 11 28 97

Premium $3,717.00-2YRS

FILED

OCT 31 1978

LAURENCE P. HENIGAN, Clerk

By ..... Deputy

PAYMENT BOND

(Subdivision No. 2782, Unit No. 1A)

WHEREAS, the Board of Supervisors of the County of Yolo, State of California, and M.J. BROCK & SONS, INC.

hereinafter designated as "Principal", have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated OCTOBER 31 1978, and identified as Subdivision Improvement Agreement, Subdivision No. 2782 (SUBDIVISION IMPROVEMENTS LARCHMONT SUMMERFIELD-UNIT 1A-TRACT 2782), is hereby referred to and made a part hereof; and

Micro Fiched

WHEREAS, under the terms of said agreement, principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the County of Yolo to secure the claims to which reference is made in Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code of the State of California.

NOW, THEREFORE, said Principal and the undersigned as corporate surety, are held firmly bound unto the County of Yolo and all Contractors, subcontractors, laborers, materialmen and other persons employed in the performence of the aforesaid agreement and referred to in the aforesaid code of Civil Procedure in the sum of FOUR HUNDRED THIRTEEN THOUSAND AND NO/100-------- dollars ($ 413,000.00 -------), (not less than 50% of the estimated cost), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys fees, incurred by County in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

STATE OF CALIFORNIA

COUNTY OF SAN FRANCISCO } SS.

On this 20TH day of OCTOBER in the year 1978

before me C. P. LUCAS a Notary Public in and for the STATE OF CALIFORNIA personally appeared DONALD E. GISH known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-Fact of the INSURANCE COMPANY OF NORTH AMERICA, and acknowledged to me that he subscribed the name of the INSURANCE COMPANY OF NORTH AMERICA thereto as surety and his own name as Attorney-in-Fact.

OFFICIAL SEAL
C. P. LUCAS
NOTARY PUBLIC - CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO
My Commission Expires July 26, 1982

C P Lucas
Notary Public in and for the State of California

BS-6733 Printed in U.S.A.

Micro Fiched

STATE OF CALIFORNIA
COUNTY OF Sacramento } SS

ON October 20, , 19 78 before me, the undersigned, a Notary Public in and for said County and State, personally appeared Carroll E. Brock known to me to be the Vice President, xxx xxxxxxxxxxxxxxxxxxxxxxxx of the Corporation that executed the within instrument and the officers who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its By-laws or a Resolution of its Board of Directors.

OFFICIAL SEAL
SYLVIA L. WILLIS
NOTARY PUBLIC - CALIFORNIA
SACRAMENTO COUNTY
My Commission Expires May 21, 1982

Notary's Signature Sylvia L Willis

CORPORATION ACKNOWLEDGMENT
Form No. 14

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of said agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such charge, extension, alteration or addition.

In witness whereof, this instrument has been duly executed by the principal and surety above-named on October 20, 1978.

M. J. BROCK & SONS, INC.

Witness: By: _____

_____

_____

Micro Fiched

"Principal"

INSURANCE COMPANY OF NORTH AMERICA

"Surety"

By: _____

Attorney-in-fact
DONALD E. GISH

APPROVED AS TO FORM:

_____
County Counsel

STATE OF CALIFORNIA
COUNTY OF_____

On the _____ day of _____ in the year One Thousand Nine Hundred and _____, before me _____, a Notary Public in and for the County of _____, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument as the Attorney-in-fact of the _____, and acknowledged to me that he subscribed the name of the _____ thereto as principal and his own name as Attorney-in-fact.

_____
Notary Public in and for the

_____
County of

_____
State of California
My Commission Expires

(Seal)

POWER OF ATTORNEY

INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 3.6 and 5.1 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof:

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto, and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint DONALD E. GISH, of the City of San Francisco, State of California

Micro Fiched

, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE, Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said **INSURANCE COMPANY OF NORTH AMERICA** this 25th day of September 19 75.

INSURANCE COMPANY OF NORTH AMERICA

(SEAL)

by C. Daniel Drake
Vice-President

STATE OF PENNSYLVANIA }
COUNTY OF PHILADELPHIA } ss.

On this 25th day of September, A. D. 1975, before me, a Notary Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE, Vice-President of the **INSURANCE COMPANY OF NORTH AMERICA** to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written.

Notary Public.

My commission expires August 13, 1979

(SEAL)

I, the undersigned, Assistant Secretary of **INSURANCE COMPANY OF NORTH AMERICA**, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a full, true and correct copy, is in full force and effect. In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the corporation, this 20th day of OCTOBER 19 78.

Assistant Secretary

SB-1C 7/75 Printed in U.S.A.

INSERT NAME OF COMPANY: NORTHBROOK INSURANCE COMPANY

(Herein called the company)

CERTIFICATE OF INSURANCE

NAMED INSURED AND ADDRESS

M. J. Brock & Sons, Inc.
6767 Forest Lawn Drive
Los Angeles, CA. 90068

FILED
OCT 31 1978
LAURENCE P. HENIGAN, Clerk
By ..... Deputy

The company hereby states that it has issued to the insured named herein a policy or policies of insurance providing the types of insurance and limits of liability set forth herein. This certificate is furnished as a matter of information only and confers no rights upon the holder. It is issued with the understanding that the rights and liabilities of the parties will be governed by the original policy as it may be lawfully amended by endorsement from time to time.

TYPE OF INSURANCE (Indicate by "X" in Box)	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS OF LIABILITY — BODILY INJURY LIABILITY		PROPERTY DAMAGE LIABILITY	
X Comprehensive General Liability	63004064	1/1/78	1/1/79	$ 500,000	each person	$ 1,000,000	each occurrence
☐ Comprehensive Automobile Liability						$ 1,000,000	aggregate operations
☐ Manufacturers' and Contractors' Liability				$ 500,000	each occurrence	$ 1,000,000	aggregate protective
☐ Owners', Landlords' and Tenants' Liability						$ 1,000,000	aggregate products
☐ Contractual Liability				$ 1,000,000	aggregate products	$ 1,000,000	aggregate contractual
☐							
☐							
WORKMEN'S COMPENSATION				Coverage afforded in accordance with the Workmen's Compensation Law of the States specified in subdivision (a) below and the Occupational Disease Law, if any, of such States, unless otherwise stated in subdivision (b) below. (a) (b)			
EMPLOYERS' LIABILITY (Unless otherwise stated, the policy number, effective and expiration dates are the same as those shown for workmen's compensation insurance)				COVERAGE B—EMPLOYEES SUBJECT TO COMPENSATION LAW $			
				COVERAGE A—EMPLOYEES NOT SUBJECT TO COMPENSATION LAW			
				INJURY BY ACCIDENT		INJURY BY DISEASE	
				$	each person	$	each person
				$	each accident	$	aggregate (each state)
				MEDICAL $			each person

Micro Fiched

REMARKS It is understood and agreed that:

1. No cancellation of this policy shall be effective until the 11th day following the mailing of a written notice of such cancellation to the party to whom this certificate is issued, at the address stated below.

2. It is understood that Yolo County is hereby named as additionally insured.

This certificate is issued at the request of the person or organization named below and the company will mail to such person or organization, at the address shown, notice of cancellation and, where possible, notice of any material change in any of the described policies.

Yolo County
292 W. Beamer
Woodland, CA 95695

Date: October 20, 1978

By: J. E. MORAHAN, JR.

Authorized Representative

cc: Jim Davis/W. B. Whitney, III/Corp. File

UAB. 1618P

PRINTED IN U.S.A.

COUNTY OF YOLO

Subgrant Signature Sheet

Title III - HIRE II

Agreement/ Subgrant No. 78-323

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Yolo County Superintendent of Schools

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Yolo County Superintendent of Schools hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

Project M.O.V.E. - Yolo County Offices of Education

Address

423 Main Street

FILED

NOV 27 1978

LAURENCE P. HENIGAN, Clerk

By Debra E. Earley Deputy

Micro Fiched

City

Woodland

Phone

666-0925

Program Director

Jesse Moreno

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $70,930.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Jack J. Potter 11-6-78	Arthur H. Edmonds OCT 31 1978
Name and title / Date	Name and title / Date
Jack J. Potter County Superintendent of Schools	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Yolo County Superintendents of Schools hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

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2. The Yolo County Superintendent of Schools is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) CETA Operating Budget and Schedules

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

The term of this SUBGRANT shall begin October 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

Micro Fiched

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $ 70,930, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

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(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

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(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law.

Micro Fiched

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

(e) Documentation of Cost . Micro Fiched

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

Micro Fiched

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

(b) Without Cause

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PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

///

9. Exculpatory Clause

SUBGRANTEE shall indemnify and hold harmless and defend PRIME SPONSOR, its officers, employees and agents from and against all claims, losses, liabilities, or damages, including attorney fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of SUBGRANTEE or anyone directly or indirectly employed by SUBGRANTEE, regardless of whether or not it is caused in part by a party indemnified hereunder.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

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11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUBGRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

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13. Property

(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property.

Micro Fiched

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

16. Rights

Micro Fiched

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel Micro Fiched

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

Micro Fiched

21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

Micro Fiched

(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

27. Federal Aid

Micro Fiched

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Fidelity Bond

Prior to any disbursement of funds to SUBGRANTEE for any purpose other than for premium for fidelity bonds, PRIME

SPONSOR shall receive a statement from the chief Fiscal Officer of SUBGRANTEE or from SUBGRANTEE insurer assuring PRIME SPONSOR to satisfaction that all personnel of SUBGRANTEE handling funds receive from PRIME SPONSOR for disbursement under this agreement are covered by a fidelity bond in an amount and manner consistent with the coverage deemed necessary by PRIME SPONSOR. If the bond is cancelled or reduced, the SUBGRANTEE shall immediately notify the PRIME SPONSOR. In that event the PRIME SPONSOR shall not make any further disbursements to SUBGRANTEE until it is assured that the coverage initially approved by PRIME SPONSOR has been reinstated.

Micro Fiched

29. Insurance

SUBGRANTEE shall maintain an insurance plan for general liability, as prescribed by PRIME SPONSOR.

30. Entire Agreement Modifications

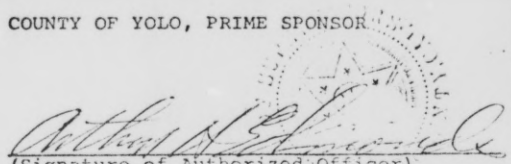
This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 78-323.

COUNTY OF YOLO, PRIME SPONSOR



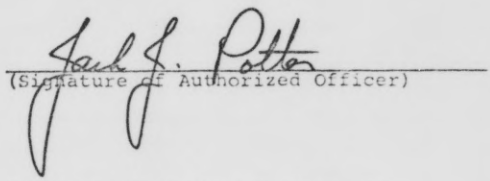
(Signature of Authorized Officer)

OCT 31 1978

Arthur H. Edmonds
Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Micro Fiched

Yolo County Superintendent of Schools
(Legal Name of SUBGRANTEE)



(Signature of Authorized Officer)

November 6 1978

Yolo County Superintendent of Schools
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

Micro Fiched

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

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h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 702(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

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o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(8)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Enivetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

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x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

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In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 95-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

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7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate exceeds except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

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5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

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12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(24)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

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All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

G. Special Assurances for HIRE

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1. It will comply with all the General Assurances contained in the Prime Sponsor Agreement.

2. It will comply with the General Requirements, Program Operation Requirements, and Administrative Requirements for Project Grants to State and Local Governments contained in Section 97.301 - 97.303, 97.317 - 97.336, and 97.341 - 97.355 of the March 12, 1976, Federal Register, found at 41 FR 107774 as amended by the June 14, 1977, Federal Register found at 42 FR 30367.

3. It will comply with all HIRE guidelines and operating requirements contained in the HIRE Guidelines and Requirements for Prime Sponsors.

4. It will not reduce the level of its OJT Program under Title I, solely because of the availability of funds under HIRE.

5. It acknowledges that the grantor can on a monthly basis deobligate funds which were planned on the HIRE II Monthly Schedule for obligation but which remain unobligated at the end of the month.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

OCT 31 1978

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

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Yolo County Superintendent of School
(Legal Name of Subgrantee)

Nov. 6 1978

(Signature of Authorized Officer)

County Superintendent of Schools
(Title of Authorized Officer)

CONTRACT NARRATIVE

PROGRAM DESCRIPTION

This contract will provide a HIRE II (Help through Industry Retraining and Employment) employer-reimbursable on-the-job training program to veterans in Yolo County. The contract amount of $70,030 will be administered by Project MOVE (More Opportunity through Varied Education), who will have the responsibility for the following activities:

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- Outreach, and recruitment of applicants for referral to selected employers;
- Job Development and OJT Contract negotiations with employers in Yolo County;
- Participant pre-entry, program, and follow-up vocational counseling;
- Fiscal activities related to contract reimbursement to employers and claim preparation;
- Participant and contract development reporting to the Prime Sponsor

The goal of this program will be to place thirty-four (34) persons into the private industry through the OJT activity before March 30, 1979. Special effort will be made to provide participants with the skills and abilities that will be acceptable for permanent employment in the training firm.

PROGRAM PERFORMANCE GOALS

The performance objectives of this program are:

1) To enroll a minimum of thirty-four (34) persons into a carefully selected on-the-job training position;

2) To provide indirect placement termination to 76% of the total program participants;

3) To provide other positive placement termination to 06% of the total program participants; and

4) To enroll and place unemployed Veterans.

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a. GRANTEE'S NAME AND ADDRESS

MOVE Project
423 Main Street
Woodland, CA 95695

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U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM PLANNING SUMMARY

b. GRANT NUMBER

c. GRANT YEAR
From: Oct. 01, 1978 To: Sept. 30, 1979

d. TYPE OF PROGRAM
1. ☐ Title I 3. ☒ Title III Specify HIRE II
2. ☐ Title II 4. ☐ Title VI

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

TRANS CODE	OPER STG	Prog Code	Reg	St	F.Y.	Project Number	Sub-Proj. No.	Comp. Code	MOD. NO.	MOD. DATE MM	DD	YY	TYPE MOD.
1	2	3 4	5	6	7	8 9	10 11	12 13	14 15	16 17	18 19	20 21	22
	0												

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3. C (Planned Enrollments) is A minus B.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR-TO-DATE PLAN

	NO.	REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments this qtr.	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entering Employment	a. Direct (Cmplt.)	b. Indirect (Cmplt.)	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENT (end of quarter)
a. Total	1	1 2 7	17	17	0	0	0	0	0	0	0	0	17
b. Currently Enrolled	1	0 3 7	34	34	0	6	4	0	4	0	1	1	28
a. Total	1	0 6 7	34	34	0	20	15	0	15	0	2	3	14
b. Currently Enrolled	1	0 9 7	34	34	0	34	26	0	26	0	2	6	0
	1 2 3		7 12 17	22 27	32	37	41	46	51	56	61	66	71 78

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

	NO.		A. CLASSROOM TRAINING Other Skills	B. Voc. Ed.	C. On-the-Job Training	D. Pub. Service Employment	E. Work Experience
a. Total	2	a) Total Enrollments	1 2 7				
b. Currently Enrolled	3	b) Currently Enrolled	1 2 7		17		
a. Total	2	a) Total Enrollments	0 3 7		34		
b. Currently Enrolled	3	b) Currently Enrolled	0 3 7		28		
a. Total	2	a) Total Enrollments	0 6 7		34		
b. Currently Enrolled	3	b) Currently Enrolled	0 6 7		14		
a. Total	2	a) Total Enrollments	0 9 7		34		
b. Currently Enrolled	3	b) Currently Enrolled	0 9 7		0		
	1 2 3		7 12 17	22 27	32	37 41	46

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)	SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A Veterans	17	34	34	34	F				
B					G				
C					H				
D					I				
E					J				

IV. OTHER ACTIVITIES
(Reference IIF)

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE I OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO. _____ DATE October 1, 1978

Subgrantee Name and Address:

Project MOVE

423 Main Street

Woodland, CA 95695

Contact Person Jesus M. Moreno

Phone 666-0925 Contract No 78-323

Period: From 10-1-78 To 9-30-79

Program Name HIRE II for Vets

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MONTH	ACTIVITY							TOTAL
	CT	OJT	PSE	WE	SERVICE	OTHER	SUMMER	
OCT.		2306						2306
NOV.		3901						3901
DEC.		5501						5501
JAN.		6320						6320
FEB.		7919						7919
MAR.		9518						9518
APR.		9518						9518
MAY		7920						7920
JUNE		6319						6319
JULY		5501						5501
AUG.		3901						3901
SEPT.		2306						2306
TOTAL		70930						70930

MONTH	COST CATEGORY						TOTAL
	ADMIN.	ALLOW.	WAGES	FRINGES	TRAINING	SERVICES	
OCT.	281				1600	425	2306
NOV.	281				3200	420	3901
DEC.	281				4800	420	5501
JAN.	282				5618	420	6320
FEB.	281				7218	420	7919
MAR.	281				8817	420	9518
APR.	281				8817	420	9518
MAY	282				7218	420	7920
JUNE	281				5618	420	6319
JULY	281				4800	420	5501
AUG.	281				3200	420	3901
SEPT.	282				1600	424	2306
TOTAL	3375				62506	5049	70930

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

Jack Potter, County Supt of Schools
Name and Title of Authorized Official

Jack L. Potter 11-6-78
Signature Date

For CETA Approval Only:

Jack A Bruyn 11-21-78
Accountant Date

Principal Administrative Analyst Date

YC 108 (10-78)

(ADMINISTRATIVE SUBGRANTEE)

OPERATING BUDGET

CONTRACT NO. 78-323

SUBGRANTEE NAME AND ADDRESS

Project MOVE

423 Main Street

Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
281	281	281	282	281	281	281	282
281	281	281	282	281	281	281	282

SUBGRANTEE NAME AND ADDRESS
Project MOVE
423 Main Street
Woodland, CA 95695

OPERATING BUDGET
CONTRACT NO. 78-323

Micro Fiched

ON-THE-JOB TRAINING	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
P.S.E. (Uniforms, Supplies, etc.)					
Other					
TRAINING	62506	1600	3200	4800	5618
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost	62506	1600	3200	4800	5618
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	5049	425	420	420	420
Staff Salaries	3884	327	323	323	323
Staff Fringe Benefits	1165	98	97	97	97
Staff Travel					
Special Program Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	67555	2025	3620	5220	6038
ADMINISTRATIVE COST	3375	28	281	281	282
TOTAL - ON-THE-JOB TRAINING	70930	2306	3901	5501	6320

(ON-THE-JOB TRAINING)

OPERATING BUDGET
CONTRACT NO. 78-323

SUBGRANTEE NAME AND ADDRESS
Project MOVE
423 Main Street
Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
7218	8817	8817	7218	5618	4800	3200	1600
7218	8817	8817	7218	5618	4800	3200	1600
420	420	420	420	420	420	420	424
323	323	323	323	323	323	323	327
97	97	97	97	97	97	97	97
7638	9237	9237	7638	6038	5220	3620	2024
281	281	281	282	281	281	281	282
7919	9518	9518	7920	6319	5501	3901	2306

Subgrantee's Name and Address -

Project MOVE
423 Main Street
Woodland, CA 95695

Phone 666-0925

Micro Fiched

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Positions and Salaries Schedule

Period From _____ To _____

Contract No. 78-323

Title/Subtitle HIRE II

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACATION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST				
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.
[redacted] Developer	804	40½	12	3884		3884		3884		3884			
TOTAL				3884		3884		3884		3884			

OPERATING BUDGET
CONTRACT NO. 78-323

SUBGRANTEE NAME AND ADDRESS
Project MOVE
423 Main Street
Woodland, CA 95695

Micro Fiched

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	3375	281	281	281	282
SALARIES & WAGES					
FRINGE BENEFITS					
FICA					
Workers' Compensation					
Retirement					
Health & Life Insurance					
Unemployment Compensation Ins.					
TRAVEL					
Mileage Reimbursement					
Out-of-Town Travel					
CONSULTANT & PROFESSIONAL SERVICES					
Bookkeeping					
Legal					
Program Tech. Assist.					
SPACE COST					
Rental of Land & Buildings					
Utilities					
Janitorial Services					
Repairs to Buildings					
CONSUMABLE SUPPLIES					
Office Supplies					
Cleaning & Janitorial Supplies					
COMMUNICATION COST					
Telephone & Telegraph					
Postage					
OTHER COST					
Photocopy & Xerox					
Rental - Office Equipment					
Maintenance & Repair -Equipment					
Fid. & Gen. Insurance					
Uncl. Expenses					
EQUIPMENT					
Office Equipment					
Office Furniture & Fix.					
TOTAL	3375	281	281	281	282

COUNTY OF YOLO

805# 516
1800 8446

Subgrant Signature Sheet

Title III - HIRE II

Agreement/
Subgrant No. 78-324
Amended by Agree. # 78-390

Grantor (PRIME SPONSOR)	Subgrantee
COUNTY OF YOLO, a political subdivision of the State of California	Employment Development Department, Woodland Office

This SUBGRANT is entered into by the PRIME SPONSOR, hereinafter referred to as the GRANTOR and Employment Development Department, Woodland Office hereinafter referred to as SUBGRANTEE. The SUBGRANTEE agrees to operate a subprogram of the GRANTOR'S Comprehensive Employment and Training Program in accordance with the provisions of the agreement.

Program

FILED
DEC 26 1978
LAURENCE P. HENIGAN, Clerk
By Debra Corley Deputy

Employment Development Department, Woodland Office
Address

114 W. Main Street
City

Phone

Woodland, CA 95695

662-8681
Program Director

Micro Fiched

County of Yolo hereby makes a SUBGRANT to SUBGRANTEE pursuant to the Comprehensive Employment and Training Act of 1973 as mandated in accordance with the terms and conditions of the SUBGRANT attached hereto, and SUBGRANTEE agrees to adhere to and perform all the terms and conditions set forth therein including the General Assurances and the Additional Assurances.

The term of the SUBGRANT shall begin on October 1, 1978.

The term of the SUBGRANT shall end on September 30, 1979.

The total amount of the SUBGRANT is $75,028.

Approved for the SUBGRANTEE	Approved by the GRANTOR (PRIME SPONSOR)
By Signature	By Signature
Name and Title / Date	Name and Title / Date
Roger Baldwin Manager	DAVID NADELLE Administrator Northern Region
	Arthur H. Edmonds Chairman, Yolo County Board of Supervisors
	OCT 31 1978

Type name and Title of Authorized Officer

SUBGRANT

COUNTY OF YOLO

This SUBGRANT dated this 1st day of October, 1978, by and between the County of Yolo, a political subdivision, hereinafter called Prime Sponsor or County, and the Employment Development Department, Woodland Office hereinafter called SUBGRANTEE.

W I T N E S S E T H:

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Recitals

1. County of Yolo is a Prime Sponsor within the meaning of the Comprehensive Employment and Training Act of 1973, as amended (PL 93-203 and PL 93-567), hereinafter referred to as CETA and as such by Code of Federal Regulations is charged with the basic responsibilities of a Prime Sponsor and the parts and sections of CETA referred to therein, which provides as follows:

   (a) Compliance with plans and assurances.

   (b) Compliance with Part 98 of the Regulations.

   (c) Establish priorities for receipt of assistance authorized under the Act taking into account the priorities identified by the Secretary and the significant segments represented among the economically disadvantaged, unemployed, and underemployed residing within the jurisdiction.

   (d) Designing program operating activities which are to the maximum extent feasible, consistent with every participant's fullest capabilities and will lead to employment opportunities enabling every participant to become economically self-sufficient, and will contribute to the

occupational development or upward mobility of every participant (Secs. 101 and 703 (9).

(e) Advising all participants of their rights and responsibilities prior to entering the program and granting the opportunity for an informal hearing as provided in §98.26; and

(f) Making maximum efforts to achieve the provisions of the plan.

2. Employment Development Department, Woodland Office is by virtue of this agreement a SUBGRANTEE of County under CETA, within the jurisdiction of County, and desires to operate a program strictly in accordance with that statute and this SUBGRANT.

Agreements

1. Subgrant

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This SUBGRANT sets forth the terms and conditions of a SUBGRANT between PRIME SPONSOR and SUBGRANTEE. This SUBGRANT consists of the following:

(a) This SUBGRANT.

(b) Signature Sheet.

(c) Assurances and Certification.

(d) Program Narrative

(e) Program Planning Summary

(f) CETA Operating Budget and Schedules

(g)

(h)

(i)

2. Program

SUBGRANTEE shall in a manner satisfactory and proper as determined by PRIME SPONSOR perform the services described in the attachments listed above under Subgrant which are subject to all the terms, conditions, and assurances of this SUBGRANT.

3. Term

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The term of this SUBGRANT shall begin October 1, 1978, and shall end September 30, 1979, as set forth in the Signature Sheet. Grant funds may not, without advance written approval by PRIME SPONSOR, be obligated before the beginning of the term or after the ending of the term.

4. Payment

PRIME SPONSOR shall reimburse SUBGRANTEE for reasonable and necessary costs incurred in the performance of this contract in accordance with the following:

(a) Total Reimbursement shall not exceed the amount of $ 75,028, as set forth on Signature Sheet.

(b) Payment of costs incurred in the performance of this contract shall be paid on the basis of an approved monthly claim as follows:

(1) Within ten (10) days following the completion of each calendar month SUBGRANTEE shall submit to PRIME SPONSOR a claim itemizing all expenditures made pursuant to this subgrant during the preceding month.

(2) The County Administrative Officer of PRIME SPONSOR,

or his designee, shall review that claim, may review the records, books of account, trial balance and vouchers of SUBGRANTEE, and shall approve the claim to the extent that SUBGRANTEE has incurred reasonable and necessary costs pursuant to this subgrant, including the Budget Schedules attached hereto.

(3) To the extent permitted by the Federal Government, the County Administrative Officer or his designee may approve in advance of working capital to SUBGRANTEE. Each advance of working capital shall be made on application in writing by SUBGRANTEE. Each approval shall be in writing and shall set forth the terms for repayment. Repayment shall be offset against amounts payable on monthly claims. The terms of repayment may be modified by written order of the County Administrative Officer or his designee. Upon termination of this subgrant any unpaid advances shall be offset against any remaining payments to SUBGRANTEE. Any advances exceeding remaining payments shall be repaid to PRIME SPONSOR immediately.

Micro Fiched

(c) Reasonable and necessary costs shall be determined by PRIME SPONSOR in accordance with the requirements of the United States Department of Labor and the United States OMB, Circulars A-87 and A-102, and any additional requirements or procedures established by PRIME SPONSOR.

(d) It is expressly understood by PRIME SPONSOR and

SUBGRANTEE that PRIME SPONSOR has made applications to the United States Department of Labor for a grant of funds under the Comprehensive Employment and Training Act of 1973, as amended, for the purpose of funding services under this contract and that PRIME SPONSOR is not obligated to provide funds to SUBGRANTEE and SUBGRANTEE is not obligated to provide services under the contract until such funds are available to PRIME SPONSOR by the Department of Labor.

Micro Fiched

(e) Approved claims shall be paid only from funds granted to PRIME SPONSOR by the U. S. Department of Labor.

5. Records, Audit, Inspection

(a) Establishment and Maintenance of Records

The SUBGRANTEE shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property and all other pertinent records sufficient to reflect properly, (a) all direct and indirect costs whatsoever nature claimed to have been incurred and anticipated to be concurrent to perform this contract, and (b) all other matters covered by this SUBGRANT for which the maintenance and retention of records is required by law, including but not limited to U.S. OMB Circulars No. A-87 and No. A-102, and regulations of the U.S. Department of Labor, including but not limited to 29 CFR § 98.18. The obligation to maintain and preserve records shall not

be diminished by any instructions or advice given by PRIME SPONSOR. SUBGRANTEE agrees to provide reasonable written reports to PRIME SPONSOR.

(b) Preservation of Records

SUBGRANTEE shall preserve and make available its records related to this SUBGRANT (a) until the expiration of three (3) years from the date of final payment to SUBGRANTEE under this SUBGRANT (b) for such longer period, if any, as required by applicable law. Micro Fiched

If this SUBGRANT is terminated, the records relating to this SUBGRANT shall be preserved and made available for a period of three (3) years from the date of any resulting final settlement.

(c) Accounting by SUBGRANTEE

SUBGRANTEE shall establish and maintain at all times, on a current basis in conjunction with the Program, an adequate accrued accounting system covering all costs, items and expenditures with respect to the Program, in accordance with generally accepted accounting principles and standards, and in accordance with requirements of the Federal Government and any PRIME SPONSOR requirements as set forth in the SUBGRANTEES' Fiscal Activities Manual.

(d) Examination of Records and Facilities

At any time during normal business hours, PRIME SPONSOR or duly authorized representative thereof, shall until

expiration of three (3) years after final payment under this SUBGRANT have access to and the right to examine its offices, and facilities engaged in performance of this SUBGRANT and all its records with respect to all matters covered by this SUBGRANT, including the right to audit, examine and make excerpts of transcripts and from such records to make audit of all contracts and subcontracts, invoices, payrolls, records or personnel conditions of employment, material and all other data relating to matters covered by the SUBGRANT.

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(e) Documentation of Cost

All cost shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers or other official documentation evidencing in proper detail the nature of propriety of the charge. All checks, payrolls, accounting documents, pertaining in whole or part of this contract shall be clearly identified and readily accessible.

6. Suspension of Disallowance of Payments

PRIME SPONSOR may at any time elect to offset against, suspend, or disallow payment to SUBGRANTEE in whole or part or to demand repayment under this agreement in the event of any of the following occurrences, to wit:

(a) If SUBGRANTEE (with knowledge) shall have made any misrepresentation of any nature with respect to any information or data furnished to PRIME SPONSOR in

connection with Program.

(b) If SUBGRANTEE is in default under any provisions of this agreement.

(c) If SUBGRANTEE maintains a pattern of discrimination.

(d) If SUBGRANTEE incurs unreasonable administrative costs in the conduct of activities and program.

(e) If the SUBGRANTEE fails to comply with any other terms and conditions of this SUBGRANT.

Micro Fiched

(f) If SUBGRANTEE submits to PRIME SPONSOR any reports which are incorrect or incomplete in any material respect.

7. Termination of SUBGRANT

(a) With Cause

PRIME SPONSOR may terminate the SUBGRANT in the following instances by giving written notice to the SUBGRANTEE at least five (5) days prior to the effective termination date stated in the notice:

(1) If through any cause SUBGRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement.

(2) If SUBGRANTEE shall violate any of the covenants or stipulations of this Agreement.

(3) If the grant from the U. S. Department of Labor under which this Agreement is made is terminated.

(4) If SUBGRANTEE is unable or unwilling to comply with such additional conditions as may be lawfully applied

by the U. S. Department of Labor to the grant under which this Agreement is made. SUBGRANTEE shall not be relieved of liability to PRIME SPONSOR for damages sustained by PRIME SPONSOR by virtue of any breach of the Agreement by SUBGRANTEE and PRIME SPONSOR may withhold any reimbursement to SUBGRANTEE for the purposes of setoff until such time as the exact amount of damages due PRIME SPONSOR from SUBGRANTEE is agreed upon or otherwise determined.

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(b) Without Cause

PRIME SPONSOR may terminate this SUBGRANT at any time by giving written notice to SUBGRANTEE of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. If the SUBGRANT is terminated by PRIME SPONSOR as provided herein, SUBGRANTEE will be paid an amount which the same ratio to the total compensation as the services actually performed bear to the total services of SUBGRANTEE covered by this SUBGRANT, less payments of compensation previously made.

8. Severability of Provisions

If any provisions of this SUBGRANT are held invalid, the remainder of this SUBGRANT shall not be affected thereby, in such remainder would then continue to conform to terms and requirements of applicable law.

///

9. Hold Harmless -- Indemnification

In contemplation of the provisions of Section 895.4, California Government Code, each party hereto agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from the acts or omissions of the indemnifying party.

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10. Legal Relationship

(a) It is herein understood and agreed that SUBGRANTEE is an independent contractor and that no relationship of employer-employee exists between the parties hereto. That SUBGRANTEE shall not be entitled to any benefits available to employees of PRIME SPONSOR. That PRIME SPONSOR is not required to make any deductions from the compensation payable to SUBGRANTEE under the provisions of this Agreement; that as an independent contractor, SUBGRANTEE thereby holds PRIME SPONSOR harmless from any and all claims that may be made against PRIME SPONSOR based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

(b) It is further understood and agreed by the parties hereto that SUBGRANTEE in the performance of its obligations hereunder is subject to the control or direction of PRIME

SPONSOR merely as to the result to be accomplished by the services herein agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

Micro Fiched

(c) If, in the performance of this Agreement, any third persons are employed as employees of SUBGRANTEE, such persons shall be employed by and shall be entirely and exclusively under direction, supervison and control of Agreement nor any Agreement pursuant hereto shall obligate the Federal Governmnt to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

11. Monthly Report

SUBGRANTEE shall be responsible for filing monthly reports with PRIME SPONSOR. Each report shall be made on forms approved by PRIME SPONSOR and shall contain all data and information concerning both quality and quantity of program performance required by PRIME SPONSOR. Each report shall set forth the extent to which the Program Performance Goals have been met and shall explain in detail the reasons any such plans have not been met. Each report shall set forth the extent expenditures exceed a prorata portion of the entire

budget category for the term of this program and shall explain in detail the reasons for such excess.

12. Procedures for Corrective Action

(a) Whenever the County Administrative Officer of PRIME SPONSOR determines in the manner set forth herein that SUBGRANTEE has failed to comply with any provision of this SUBGRANT, the County Administraive Officer may order corrective action.

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(b) Before making such an order, the County Administrative Officer or his designee shall give SUBGRANTEE ten (10) days' written notice setting forth the nature of SUBGRANTEE'S noncompliance and a procedure whereby SUBGRANTEE and its officers or responsible employees may have an opportunity to meet with the County Administrative Officer or PRIME SPONSOR or his designee for the purposes of considering the need for and nature of corrective action.

(c) An order for corrective action shall be in writing and shall set forth specific directions for corrective action, a detailed timetable for implementing the specific directions for reporting to PRIME SPONSOR as to implementation. The order shall be served on SUBGRANTEE.

(d) If SUBGRANTEE shall fail to implement an order for corrective action, or if it shall fail to do so within the timetable set for implementation, the County Administrative Officer of the PRIME SPONSOR may recommend

that the Governing Body suspend payments hereunder or terminate this SUBGRANT.

(e) If SUBGRANTEE shall fail to comply with the administrative requirements of this SUBGRANT, such as those requiring the timely submission of all periodic reports, and if such failure shall not be suggestive of other apparent misfeasance, malfeasance, or nonfeasance, the County Administrative Officer shall be empowered, without consultation with the Governing Body, to suspend or delay any and all payments under this SUBGRANT until such failure is rectified.

13. Property

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(a) Any property acquired by SUBGRANTEE pursuant to this Agreement shall be governed by the provisions of Attachment N of OMB Circular No. A-102 and SUBGRANTEE shall be subject to the obligations of grantee set forth therein, and as between PRIME SPONSOR and SUBGRANTEE, PRIME SPONSOR shall have all the rights of grantee agency set forth therein. Generally it is expected that grant property will be retained and used throughout its useful life in the grant program for which it was acquired or if that program is terminated, or if the property is no longer needed in the program, in any other similar program of SUBGRANTEE, or PRIME SPONSOR.

(b) The SUBGRANTEE'S Property Standards of Non-Expendable

Personal Property shall include the following procedural requirements:

(1) Property records shall be maintained accurately and provided for: A description of the property, manufacturer's serial number or other identification number, acquisition data and cost, source of the property, use and condition of property.

(2) Physical inventory of property shall be taken and the result reconciled with the property records at least once a year to verify the existence, current utilization, and continued need for property.

(3) Adequate maintenance procedures shall be implemented to keep property in good condition.

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(4) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of non-expendable properties shall be investigated and fully documented.

14. Contingent Fee

SUBGRANTEE warrants that no person, selling agency or other organization has been employed or retained to solicit or secure this agreement upon an agreement or understanding for commission, percentage, brokerage, or contingency fee. For breach or violation of this covenant the PRIME SPONSOR shall have the right to annul this agreement without liability or, at its discretion, to deduct from the compensation or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingency fee.

15. Laws

SUBGRANTEE shall comply with all the applicable laws, decisions, statutes, regulations and ordinances of the United States, the State of California, and local governments.

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16. Rights

SUBGRANTEE agrees to and does hereby grant to the Federal Government a royalty-free, non-exclusive and irrevocable license throughout the world of government purposes to publish, translate, reproduce, and otherwise use and dispose of, and to authorize others to do so, all data, including reports, patents, copyrights, drawings, blueprints, and technical information resulting from the performance of the work under this SUBGRANT. SUBGRANTEE will not include copyrighted matter in the material furnished under this agreement without written permission from the copyright owner. The SUBGRANTEE further agrees that in the performance of this SUBGRANT no person having interest that would conflict with the performance of this SUBGRANT shall be employed.

17. Right to Reuse

If, under the provisions of this SUBGRANT, SUBGRANTEE develops any systems analysis products, models, electronic data processing systems, software and related services, SUBGRANTEE agrees that the methods, materials, logic, and systems developed pursuant to this SUBGRANT shall be the property of

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

Micro Fiched

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Yolo County Superintendent of Schools
(Legal Name of Subgrantee)

October 27 19 75

(Signature of Authorized Officer)

County Superintendent of Schools
(Title of Authorized Officer)

PROGRAM DESCRIPTION SUMMARY

This contract will allow Project M.O.V.E. to pay all direct allowances, wages, and fringe payments to youth participants in the Youth Employment and Training Program (Title III, Part C, Subpart 3) in Yolo County, and to be reimbursed for miscellaneous administrative and non-administrative costs incurred in doing such.

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The In-school Career Employment Experience Program in this county will match skills training provided by local education agencies, in this case school districts, with work experience positions in the public sector provided by Project M.O.V.E. Both the wage payments from work experience time and allowance payments for classroom training time are included in this contract. (Allowance money commitments to District programs are provided through a non-financial agreement statement in their contracts) Special efforts will be made to recruit and enroll high school dropouts, facilitating and encouraging their return to school. Approximately seventy-two (72) youth will be served through this activity.

As a knowledge development gained from last year's program operation, this contract includes allowance payments to youth who will be involved in Vocational Exploration Programs (VEP) co-sponsored by Project MOVE and the local school districts. This activity will involve job sampling and limited job shadowing experiences in the private sector, designed to broader youth's horizons in regards to career alternatives. Each school district has proposed the inclusion of such a program.

Project
423 Main Street
Woodland, CA 95695 Micro Fiched

c. GRANT YEAR — From: Dec. 01, 1978 — To: Sept. 30, 1979

d. TYPE OF PROGRAM — [X] YETP [ ] YCCIP [ ] OTHER (Specify)

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY: TRANS CODE | OPER SEC | Prog Code | Reg. | SL | F.Y. | Project Number | Sub Proj. No. | Contr. Code | MOD. NO. | MOD. DATE MM DD YY | TYPE

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR-TO-DATE PLAN

	REPORT PERIOD	A. TOTAL ENROLLMENTS	B. TOTAL TERMINATIONS	1. Enrollments this yr.	2. Participants Carried Over	1. Entered Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENT (End of Period)
a. Initial	12/31/78	50	5	16	34	0	0	0	0	2	3	45
b. Cumulative	03/31/79	72	11	38	34	0	0	0	0	3	8	61
c. Initial	06/30/79	72	37	38	34	5	0	5	0	19	13	35
d. Cumulative	09/30/79	72	72	38	34	24	0	24	0	33	15	0

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

	A Career Employ. Experience	B Transition Services	C On-the-Job Training	D Classroom Training	E Work Experience
a) Total Enrollments	25	25			
b) Currently Enrolled	20	25			
a) Total Enrollments	72	41			
b) Currently Enrolled	61	8			
a) Total Enrollments	72	57			
b) Currently Enrolled	35	16			
a) Total Enrollments	72	57			
b) Currently Enrolled	0	0			

IV. OTHER ACTIVITIES

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A Male (50)	25	36	36	36
B Female (50)	25	36	36	36
C Hispanic(43)	22	40	40	40
D Other Minorities(7)	4	5	5	5
E Farmworker(31)	16	22	22	22

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
F Welfare (38)	19	27	27	27
G Limited English (8)	7	9	9	9
H Ex Offender(9)	5	6	6	6
I Head of House-hold ([illegible])	6	8	8	8
J				

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE III OPERATING BUDGET

[x] ORIGINAL [ ] REVISION NO. _____ DATE 10/20/78

Subgrantee Name and Address:
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

Contact Person Jesus M. Moreno
Phone 666-0925 Contract No. 78-319
Period: From 12/1/78 To 9/30/79
Program Name YETP

Micro Fiched

MONTH	ACTIVITY							TOTAL
	CT	OJT	WEX	SERVICE	DISPOSITION SERVICES	CEE	VLP	
OCT.								
NOV.								
DEC.					$ 3,178	$ 16,507		$ 19,685
JAN.					3,178	16,507		19,685
FEB.					319	16,507		16,826
MAR.					319	16,507		16,826
APR.					319	16,507		16,826
MAY					319	16,507		16,826
JUNE					3,682	31,273		34,955
JULY					3,498	31,273		34,771
AUG.					3,498	31,272		34,770
SEPT.					129	20,487		20,616
TOTAL					$18,439	$213,347		$ 231,786

MONTH	COST CATEGORY							TOTAL
	ADMIN.	ALLOW	WAGES	FRINGES	TRAINING	SERVICES	WORKSITE SUPV	
OCT.								
NOV.								
DEC.	$ 1,657	$ 7,053	$ 7,832	$ 401		$ 2,742		$ 19,685
JAN.	1,657	7,053	7,832	401		2,742		19,685
FEB.	1,657	4,237	7,832	358		2,742		16,826
MAR.	1,657	4,237	7,832	358		2,742		16,826
APR.	1,657	4,237	7,832	358		2,742		16,826
MAY	1,657	4,237	7,832	358		2,742		16,826
JUNE	1,657	13,667	16,079	810		2,742		34,955
JULY	1,657	13,486	16,079	807		2,742		34,771
AUG.	1,657	13,487	16,079	805		2,742		34,770
SEPT.	1,665	6,012	9,752	456		2,731		20,616
TOTAL	$ 16,578	$ 77,706	$104,981	$ 5,112		$ 27,409		$ 231,786

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT.

Jack Potter Superintendent
Name and Title of Authorized Official

Jack J. Potter 10-27-78
Signature Date Signed

For CETA Approval Only:

Jack A. Bean 10/27/78
Accountant Date

Samuel L. Campbell 10/24/78
Principal Administrative Analyst Date

YC 100 (10-78)

SUBGRANTEE'S NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, CA 95695

Micro Fiched

PERATING BUDGET

ONTRACT NO. 78-319

DMINISTRATIVE SUBGRANTEE		TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	*	$ 4,136	$	$	$ 414	$ 414
SALARIES & WAGES	*	8,434			843	843
FRINGE BENEFITS	*	2,438			243	243
FICA		467			47	47
Workers' Compensation		130			13	13
Retirement		864			86	86
Health & Life Insurance		893			89	89
Unemployment Compensation Ins.		84			8	8
TRAVEL	*	500			50	50
Mileage Reimbursement		500			50	50
Out-of-Town Travel						
CONSULTANT & PROFESSIONAL SERVICES						
Bookkeeping						
Legal						
Program Tech. Assist.						
SPACE COST	*	370			37	37
Rental of Land & Buildings		300			30	30
Utilities		70			7	7
Janitorial Services						
Repairs to Buildings						
CONSUMABLE SUPPLIES	*	300			30	30
Office Supplies		300			30	30
Cleaning & Janitorial Supplies						
COMMUNICATION COST	*	200			20	20
Telephone & Telegraph		100			10	10
Postage		100			10	10
OTHER COST	*	200			20	20
Photocopy & Xerox		200			20	20
Rental - Office Equipment						
Maintenance & Repair -Equipment						
Fid. & Gen. Insurance						
Uncl. Expenses						
EQUIPMENT						
Office Equipment						
Office Furniture & Fix.						
TOTAL		$ 16,578	-0-	-0-	$ 1,657	$ 1,657

(COOPERATIVE SUBGRANTEE)

SUBGRANTEE'S NAME AND ADDRESS
Yolo County Superintendent of Schools

ERATING BUDGET
NTRACT NO. 78-319

425 Main Street
Woodland, CA 95695

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FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
414	$ 414	$ 414	$ 414	$ 414	$ 414	$ 414	$ 410
843	843	843	843	843	843	843	847
243	243	243	243	243	243	243	251
47	47	47	47	47	47	47	44
13	13	13	13	13	13	13	13
86	86	86	86	86	86	86	90
89	89	89	89	89	89	89	92
8	8	8	8	8	8	8	12
50	50	50	50	50	50	50	50
50	50	50	50	50	50	50	50
37	37	37	37	37	37	37	37
30	30	30	30	30	30	30	30
7	7	7	7	7	7	7	7
30	30	30	30	30	30	30	30
30	30	30	30	30	30	30	30
20	20	20	20	20	20	20	20
10	10	10	10	10	10	10	10
10	10	10	10	10	10	10	10
20	20	20	20	20	20	20	10
20	20	20	20	20	20	20	20
$ 1,657	$ 1,657	$ 1,657	$ 1,657	$ 1,657	$ 1,657	$ 1,657	$ 1,665

Yolo County S[illegible]intendent of Schools

425 Main Street

Woodland, California 95695

ERATING BUDGET

NTRACT NO. 78-319

Micro Fiched

ANSITION SERVICES (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
ALLOWANCES *	$ 16,854			$ 2,999	$ 2,999
Basic	16,854			2,999	2,999
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS *	259			46	46
Workers' Comp. Insur.	259			46	46
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Spec. Prog. Tech. Assist.					
Space Cost					
Supplies					
Telephone					
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
OTAL NON-ADMINISTRATIVE COST	$ 17,113	0	0	$ 3,045	$ 3,045
DMINISTRATIVE COST	1,326	0	0	133	133
OTAL - TRANSITION SERVICES	18,439	0	0	3,178	3,178

C 106f (rev. 10/78)

(TRANSITION SERVICES)

(OPERATING BUDGET

CONTRACT NO. 78-319

SUBGRANTEE NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, California 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
183	183	183	183	3,495	3,314	3,315	
183	183	183	183	3,495	3,314	3,315	
3	3	3	3	54	51	50	
3	3	3	3	54	51	50	

SUBGRANTEE'S NAME AND ADDRESS

Yolo County Superintendent of Schools

425 Main Street

Woodland, California 95695 Micro Fiched

OPERATING BUDGET

CONTRACT NO. 78-319

CAREER EMPLOYMENT EXP. (YETP ONLY)	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES *	$ 104,981			$7,832	$ 7,832
FRINGE BENEFITS *	3,918			293	293
F.I.C.A.					
Workers' Comp. Ins.	3,918			293	293
P.S.E.					
Other					
ALLOWANCES *	60,852			4,054	4,054
Basic	60,852			4,054	4,054
Dependents					
Incentive					
Other Additional					
FRINGE BENEFITS *	935			62	62
Workers' Comp. Ins.	935			62	62
TRAINING					
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost					
Classroom Space Cost					
Supplies					
Telephone					
Books & Educetional Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES *	27,409			2,742	2,742
Staff Salaries	19,335			1,934	1,934
Staff Fringe Benefits	6,425			643	643
Staff Travel	1,000			100	100
Special Program Tech. Assist.	0			0	0
Space Cost	149			15	15
Supplies	200			20	20
Telephone	300			30	30
Transportation					
Child Care					
Medical Assist.					
Rent Assist.					
Bonding Assist.					
Rental Equipment					
Office Equipment					
Uncl. Services Cost					
TOTAL NON-ADMINISTRATIVE COST	$198,095			$ 14,983	$ 14,983
ADMINISTRATIVE COST	15,252			1,524	1,524
TOTAL - CAREER EMPLOYMENT EXP.	213,347			16,507	16,507

(CAREER EMPLOYMENT EXP.)

OPERATING BUDGET
CONTRACT NO. 78-319

SUBGRANTEE NAME AND ADDRESS
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

Micro Fiched

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
$ 7,832	$ 7,832	$ 7,832	$ 7,832	$ 16,079	$ 16,079	$ 16,079	$ 9,752
293	293	293	293	600	600	600	360
293	293	293	293	600	600	600	360
4,054	4,054	4,054	4,054	10,172	10,172	10,172	6,012
4,054	4,054	4,054	4,054	10,172	10,172	10,172	6,012
62	62	62	62	156	156	155	96
62	62	62	62	156	156	155	96
2,742	2,742	2,742	2,742	2,742	2,742	2,742	2,731
1,934	1,934	1,934	1,934	1,934	1,934	1,934	1,929
643	643	643	643	643	643	643	638
100	100	100	100	100	100	100	100
-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
15	15	15	15	15	15	15	14
20	20	20	20	20	20	20	20
30	30	30	30	30	30	30	30
$ 14,983	$ 14,983	$ 14,983	$ 14,983	$ 29,749	$ 29,749	$ 27,748	$ 18,951
1,524	1,524	1,524	1,524	1,524	1,524	1,524	1,536
$ 16,507	$ 16,507	$ 16,507	$ 16,507	$ 31,273	$ 31,273	$ 31,273	$ 20,487

Grantee's Name and Address

Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Contract No 78-319

CETA OPERATING BUDGET

Title/Subtitle

Positions and Salaries Schedule

Period From 12/1/78 To 9/30/79

Micro Fiched

None

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACATION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST				
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.
Director	$1,508	20	10	$3,016		$3,016	$3,016						
Program Developer	1,439	5	10	719		719	719						
Office Manager	1,206	5	10	603		603	603						
Office Manager	1,161	10	10	1,160		1,160	1,160						
Program Clerk	687	20	10	1,374		1,374	1,374						
Secretary	744	7.5	10	558		558	558						
Secretary	679	7.5	10	509		509	509						
Secretary	660	7.5	10	495		495	495						
Youth Specialist	3,968	25	10	3,492		3,492		$3,492				$3,492	
[illegible]th Speicalist	1,950	25	10	2,988		2,988		2,988				2,988	
Youth Supervisor	8,570	100	10	8,570		8,570		8,570				8,570	
Youth Supervisor	8,570	50	10	4,285		4,285		4,285				4,285	
TOTAL				$27,769		$27,769	$8,434	$19,335				$19,335	

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Subgrantee Name and Address
Yolo County Superintendent of Schools
425 Main Street
Woodland, CA 95695

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Travel Schedule

Period From 12/1/78 To 9/30/79

Contract No. 78-319

Position of Traveling Staff	Mileage: Miles per Trip	Mileage: No. of Mos.	Mileage: Cost per Mile	Reimbursements: Total Admin	Reimbursements: Non-Admin	Out of Town (Admin.): Proj. No. of Trips	Out of Town (Admin.): Cost per Trip	Out of Town (Admin.): Total	Total: Admin.	Total: Non-Ad
Director	15	43	16¢	$ 100						
Office Manager	15	43	16¢	100						
Office Manager	15	43	16¢	100						
Program Clerk	29	43	16¢	200						
Youth Specialist	15	43	16¢		$ 100					
Youth Specialist	15	43	16¢		100					
Youth Supervisor	87	43	16¢		600					
Youth Supervisor	29	43	16¢		200					
				$ 500	$ 1,000					

PRIME SPONSOR, and be used as PRIME SPONSOR sees fit, including the right to reuse and publish the same without limitation.

18. Personnel

(a) SUBGRANTEE represents that he has, or will secure at his own expense, all personnel required in performing the services under this SUBGRANT. Such personnel shall not be employees of or have any contractual relationship with PRIME SPONSOR.

(b) All of the services hereunder will be performed by SUBGRANTEE or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

(c) None of the work or services covered by this SUBGRANT shall be subcontracted without the prior written approval of PRIME SPONSOR.

(d) SUBGRANTEE may not terminate, layoff, or reduce the working hours of an employee in anticipation of hiring an individual with funds available under Title VI. In addition, no participant shall be used to fill positions or provide services normally provided by temporary, part-time, or seasonal workers or contracted out, or to fill full-time vacancies. SUBGRANTEE shall not hire any person into any job funded under Title VI when any other person is on lay-off from the same or any substantially

equivalent job.

19. Assignments

Without the written consent of PRIME SPONSOR, this SUBGRANT is not assignable by SUBGRANTEE either in whole or in part.

20. Alterations

No alteration or variation of the terms of this SUBGRANT shall be valid unless made in writing and signed by the parties hereto.

21. Waiver

The waiver by PRIME SPONSOR of any default, breach or condition shall not be construed as a waiver on the part of the PRIME SPONSOR of any default, breach or condition precedent, or any other right hereunder.

22. Successors

This SUBGRANT shall bind and insure to the successors in interest of PRIME SPONSOR and SUBGRANTEE in the same manner as if such party had been expressly named herein.

23. Cost of Living Council

The SUBGRANTEE agrees to comply with Applicable Regulations and Standards of the Cost of Living Council in establishing wages and prices.

24. Clean Air Act of 1970

If the amount of this SUBGRANT exceeds $100,000, the SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970.

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25. Nepotism

Neither SUBGRANTEE nor any of SUBGRANTEE'S contractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or public service employment position funded under CETA, if a member of his or her immediate family is employed in an administrative capacity for the PRIME SPONSOR, SUBGRANTEE or any employing contractor. However, where a state of local statute regarding nepotism exists which is more restrictive than the policy, the eligible applicant should follow the State of local statute in lieu of the policy.

(a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, aunt, uncle, neice, nephew, step-parent, and step-child.

(b) The term "Administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected and appointed officials who have any responsibility for the obtaining of and/or approval of any grant funded under the Act, such as members of the PRIME SPONSOR Planning Council, other officials who have an influence or control over the administration of the program, as set forth in 29 CFR § 98.22(b)(3).

(c) The term "staff position" includes all CETA staff

positions funded under the Act, such as instructors, counselors and other staff involved in administrative, training or service activities.

26. Non-Discrimination

This contract and any subcontract hereunder is subject to the President's Executive Order 11246 (as amended by 11375), Title VI of the Civil Rights Act of 1964, (as amended by the Equal Employment Opportunity Act of 1972) and Revised Order #4 of the Federal Register. The SUBGRANTEE agrees that any service, financial aid or other benefit to be provided by SUBGRANTEE under this SUBGRANT shall be furnished without discrimination because of sex, race, creed, color, religion, national origin, political affiliation, belief, heritage, or handicap (as defined in 29 CFR § 98.21(h)).

27. Federal Aid

It is understood by the parties hereto that neither this Agreement nor any Agreement pursuant hereto shall obligate the Federal Government to enter into any Agreement with SUBGRANTEE or any other entity for Federal financial assistance in connection with this Agreement; or for the planning or undertaking of any work element not included in this Agreement. Any such agreement will be entered into at the sole discretion of the Federal Government.

28. Bonding

All employees of SUBGRANTEE, the State of California, are covered by a fidelity bond with Hartford Accident

and Indemnity Company (Bond No. 5002495) in the amount of $50,000 per employee per loss with a deductible of $2,500.

29. Insurance

SUBGRANTEE, the State of California, maintains a self-insured plan for general liability pursuant to Title I, Division 3.6 (commencing with Section 810) of the California Government Code for workers' compensation insurance pursuant to agreement with the California Workers' Compensation Insurance Fund and for automobile liability insurance under a master policy for the State of California pursuant to Division 9, Chapter 1 (commencing with Sections 17000) of the California Vehicle Code.

30. Entire Agreement Modifications

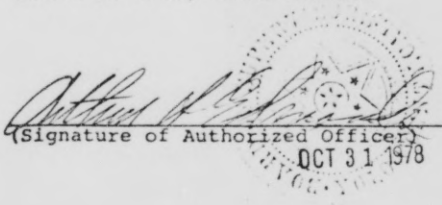
This agreement constitutes the entire agreement between the parties hereto for services furnished pursuant to this agreement. This agreement may be modified, altered, or revised only upon the written consent of both parties hereto.

31. Notices

All notices to be given SUBGRANTEE may be given by deposit in the United States mail, postage prepaid, addressed to SUBGRANTEE at the address set forth on the Signature Sheet.

WHEREFORE, the parties have executed this SUBGRANT No. 79-324.

COUNTY OF YOLO, PRIME SPONSOR

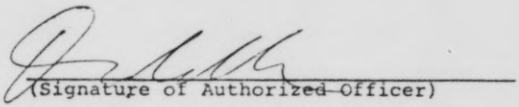


(Signature of Authorized Officer)

OCT 31 1978

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Employment Development Department, Woodland Office
(Legal Name of SUBGRANTEE)



(Signature of Authorized Officer)

DAVID NADELLE
Administrator
Northern Region

_____ 19____ Manager
(Title of Authorized Officer)

(Corporate Seal)

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ASSURANCES AND CERTIFICATIONS

A. General Assurances

1. The applicant assures and certifies that:

a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (P.L. 93-203, 87 Stat. 839 and P.L. 93-567, 88 Stat. 1845 and P.L. 94-444, hereinafter referred to as the Act, and with the regulations promulgated thereunder; and

b. It will comply with OMB Circular number A-95 and Federal Management Circulars (FMC) 74-4 and 74-7, as those circulars relate to functions such as the utilization of funds, the operations of programs, and maintenance of records, books, accounts, and other documents under the Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

3. In addition to the requirements of 1 and 2 above and consistent with the regulations issued pursuant to the Act, the applicant makes the following further assurances and certifications:

a. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passes as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required (sections 102(a); 701(a)(9) and (10)).

b. It will comply with title VI of the Civil Rights Act of 1964, (P.L. 88-352).

c. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Act (section 712).

d. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs (section 703(1)).

e. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.

f. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.

g. It will comply with the requirement that no program under the Act shall involve political activities (section 710 and 703(2)).

h. It will establish safeguards to prohibit employees from using their positions for private gain for themselves or others, particularly those with whom they have family, business, or other ties (section 707(a)).

i. It will give the Secretary of Labor and the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant (section 713(2)).

j. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship (section 703(3)).

k. Appropriate standards for health and safety in work and training situations will be maintained (section 703(5)).

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant (section 703(4)).

m. Provision of workmen's compensation protection to participants in on-the-job training, work experience, or public service employment programs under the Act at the same level and to the same extent as other employees of the employer who are covered by a State or industry workmen's compensation statute; and provision of workmen's compensation insurance or medical and accident insurance for injury or disease resulting from their participation to those individuals engaged in any program activity under the Act, i.e., work experience, on-the-job training, public service employment, classroom training, services to participants, and other activities, where others similarly engaged are not covered by an applicable workmen's compensation statute (sections 703(6) and 208(4)).

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed (section 703(7)).

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation (section 703(3)).

p. Training and related services will, to the extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient (sections 703(9) and 105(a)(6)).

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment (section 703(10)).

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the eligible applicant's grant (section 703(11)).

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities (sections 703(12) and 311(c)).

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants (section 703(13)).

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds (section 703 (14)).

v. The program makes appropriate provision for the manpower needs of youth in the area served (section 703(15)).

w. Individuals receiving training on the job or who are in public service employment jobs shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate which is less than the highest of: 1) the minimum wage rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938. The only exceptions to sec. 6(a)(1) are those pertaining to the Commonwealth of Puerto Rico, the Virgin Islands, and American Samoa, where wages shall be consistent with provisions of the Federal, State, or local law, otherwise applicable. Wages paid to participants in the Trust Territory of the Pacific Islands shall be consistent with local law, except on Eniwetok Atoll and Kwajalein Atoll, where sec. 6(a)(1) is applicable; 2) the State or local minimum wage for the most nearly comparable covered employment; 3) the prevailing rates of pay for persons employed in similar occupations by the same employer; 4) the minimum entrance rate for inexperienced workers in the same occupation in the establishment or, if the occupation is new to the establishment, the prevailing entrance rate for the occupation among other establishments in the community or area or, any minimum rate required by an applicable collective bargaining agreement; 5) for participants on Federally funded or assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the Federal statute under which the assistance was provided.

x. It will comply with the labor standards requirements set out in section 706 of the Act.

y. Services and activities provided under this Act will be administered by or under the supervision of the applicant (sections 105(a)(1)(B) and 205(c)(1)).

z. No funds made available under the Act shall be used for lobbying activities in violation of 18 USCA 1913.

aa. If the applicant is financed by letter of credit:

(1) Letter of credit cash drawdowns will only be initiated when actually needed for its ETA grant(s) disbursements;

(2) Timely reporting of cash disbursements and balances will be made to the Employment and Training Administration as required;

(3) It will impose the same standards of timing and amount upon any secondary recipients including the furnishing of reports of cash disbursements and balances.

bb. For grants, subgrants, contracts, and subcontracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857C-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: 1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; 2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and 3) it will include substantially this assurance, including this third part, in every non-exempt subgrant, contract, or subcontract.

B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited Engligh-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons (section 105(a)(1)(D)).

2. Programs of institutional skill training shall be designed for occupations in which skill shortages exist (section 105(a)(6)).

3. The plan meets all the requirements of section 105(a) and the applicant will comply with all provisions of the Act (section 105(b)).

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act (section 105(a)(7)).

5. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job training opportunities for veterans who have received other than a dishonorable discharge within 4 years before the date of their application (sec. 305(a) of P.L. 93-93).

On a continuing and timely basis, information on job vacancies and training opportunities funded under title I of the Act shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans (section 104(b) of Emergency Jobs and Unemployment Assistance Act of 1974).

6. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of title 38, United States Code.

7. It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of title III (sec. 346(a)(2)).

C. Additional Assurances Relating to Public Service Employment Programs

For public service employment activity, the applicant further assures and certifies that:

1. Special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designed to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide

participants with self-development skills; except where exempt under the provisions of section 604 of the Act, provided, however, that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate (sections 205(c)(4) and 604).

2. To the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate excedes except where exempt under section 604 of the Act (sections 205(c)(6) and 604).

3. Special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed without assistance, but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job (section 205(c)(7)).

4. No funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act (section 205(c)(8)).

5. Due consideration will be given to persons who have participated in manpower training programs for whom employment opportunities would not otherwise be immediately available (section 205(c)(9)).

6. Periodic review procedures established pursuant to section 207(a) of the Act will be complied with (section 205(c)(17)).

7. Agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of the Act to assist (section 205(c)(18)).

8. Where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields (sections 205(c)(19) and 604).

9. The program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including opportunities for the disadvantaged (section 205(c)(21)).

10. Not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances (section 205(c)(22)).

11. Jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies (section 205(c)(23)).

12. The jobs in each promotional line in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each promotional line until applicable personnel procedures and collective bargaining agreements have been complied with (section 205(c)(24)).

13. Jobs are in addition to those that would be funded by the sponsor in the absence of assistance under the Act (section 205(c)(25)).

14. It will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specified effort should be made to develop appropriate full or part-time opportunities for such veterans. Each prime sponsor shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The prime sponsor should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

In addition, prime sponsors shall, in filling public service jobs, give special consideration to special veterans; and they shall exercise maximum efforts to design jobs and job-training opportunities for veterans who have received other than a dishonorable discharge within four years before the date of their application (sec. 305(a) of Pub. L. 95-93).

In order to insure special consideration for veterans, all public service employment vacancies, except those to which former employees are being recalled, must be listed with the State employment service at least 48 hours (excluding Saturdays, Sundays, and holidays) before such vacancies are filled. During this period, the employment service may refer those veterans specified above. If sufficient numbers of veterans are not available, the employment service, upon request, may also refer members of other significant segments. All other applicants are to be referred after the 48-hour period (section 205(c)(5)). The eligible applicant should utilize the assistance of State and local veterans employment representatives in meeting its program goals.

Each eligible applicant shall, on a continuing and timely basis, provide information on job vacancies and training opportunities funded under the Act to State and local veterans employment representatives and to other veteran organizations for the purpose of disseminating information to eligible veterans (section 104(b) of the Emergency Jobs and Unemployment Assistance Act of 1974).

15. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons (section 205(c)(201)).

D. Additional Assurances for Title II Programs

All assurances in C above apply to public service programs funded under title II. In addition, the applicant assures that:

Only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under title II of the Act and the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas (section 205 (c)(3)).

E. Additional Assurances for Title VI Programs

All assurances in C above apply to public service programs under title VI. In addition, the applicant assures that:

Only persons residing in the area served by the eligible applicant under title VI of the Act will be hired to fill jobs created under the Act and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas

except that funds allocated under Title VI of the Act (section 603(a)(2)(B)), to an area eligible for assistance under Title II of the Act shall only be used to provide project and program opportunities to persons residing in those areas of substantial unemployment as defined in section 204(c). (Section 603(a)(2)). None of the participants hired under this Agreement shall be utilized for service not covered by the PROJECT ABSTRACT.

F. Additional Assurances for Title III Program

It will not reduce the numbers of youth to be served from the previous year or decrease the extent of services offered to these youth (e.g., replace previously offered classroom training with only counseling) because of the availability of funds under Subpart 3, Part C of Title III (sec. 346(a)(2)).

G. Special Assurances for HIRE

1. It will comply with all the General Assurances contained in the Prime Sponsor Agreement.

2. It will comply with the General Requirements, Program Operation Requirements, and Administrative Requirements for Project Grants to State and Local Governments contained in Section 97.301 - 97.303, 97.317 - 97.336, and 97.341 - 97.355 of the March 12, 1976, Federal Register, found at 41 FR 107774 as amended by the June 14, 1977, Federal Register found at 42 FR 30367.

3. It will comply with all HIRE guidelines and operating requirements contained in the HIRE Guidelines and Requirements for Prime Sponsors.

4. It will not reduce the level of its OJT Program under Title I, solely because of the availability of funds under HIRE.

5. It acknowledges that the grantor can on a monthly basis deobligate funds which were planned on the HIRE II Monthly Schedule for obligation but which remain unobligated at the end of the month.

The SUBGRANTEE also certifies that these assurances and certifications are correct and as part of the contractual agreement will comply with all of the provisions contained therein.

COUNTY OF YOLO, PRIME SPONSOR

(Signature of Authorized Officer)

OCT 31 1978

Chairman, Yolo County Board of Supervisors
(Title of Authorized Officer)

Employment Development Department, Woodland Office
(Legal Name of Subgrantee)

_____ 19____

(Signature of Authorized Officer)

DAVID RAFFALS
Administrative
Manager Woodland Branch

(Title of Authorized Officer)

CONTRACT NARRATIVE

PROGRAM DESCRIPTION

This contract will provide a HIRE II (Help through Industry Retraining and Employment) employer-reimbursable on-the-job training program to veterans in Yolo County. The contract amount of $75,028 will be administered by the Employment Development Department, Woodland office, who will have the responsibility for the following activities:

- Outreach, recruitment, and selection of applicants for referral to selected employers;
- Job Development and OJT Contract negotiations with employers in Yolo County;
- Participant eligibility certification;
- Participant pre-entry, program, and follow-up vocational counseling;
- Fiscal activities related to contract reimbursement to employers and claim preparation;
- Participant and contract development reporting to the Prime Sponsor

The goal of this program will be to place thirty-five (35) persons into the private industry through the OJT activity before March 30, 1979. Special effort will be made to provide participants wtih the skills and abilities that be acceptable for permanent employment in the training firm.

PROGRAM PERFORMANCE GOALS

The performance objectives of this program are:

1) To enroll a minimum of thirty-five (35) persons into a carefully selected on-the-job training position;

2) To provide indirect placement termination to 74% of the total program participants;

3) To provide other positive placement termination to 12% of the total program participants; and

4) To enroll and place unemployed Veterans.

a. GRANTEE'S NAME AND ADDRESS

Employment Development Department
114 W. Main Street
Woodland, CA 95695

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM PLANNING SUMMARY

b. GRANT NUMBER

c. GRANT YEAR
From 10-1-78 To 9-30-79

d. TYPE OF PROGRAM
1. ☐ Title I 3. ☒ Title III Specify HIREII
2. ☐ Title II 4. ☐ Title VI

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

Prime Sponsor	Grant No.	SIC	Basic Code	Amd. No.	Sub. No.	P.Y.	Project Participant	Sub-Proj. No.	Component Code	SOC. SEC. NO.	MOD. DATE MM	DD	YY	YEARS
1 2 3	4 5	6	7 8	9 10	11 12	13	14	15 16	17	18 19 20	21 22	23 24	25 26	27 28

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3. C (Planned Enrollments) is A minus B.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR-TO-DATE PLAN

SIG	REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments this yr.	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entered Employment	a. Direct Placmts.	b. Indirect Placmts.	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENTS (end of quarter)
1	1 2 7	20	15	5	3	0	0	0	0	1	2	17
1	0 3 7	35	30	5	10	5	0	5	0	2	3	25
1	0 6 7	35	30	5	24	17	0	17	0	3	4	11
1	0 9 7	35	30	5	35	26	0	26	0	4	5	0
1 2 3	22 23 24 25 26 27	28	31	36	41	48	31	36	41	44	71	78

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

		A. CLASSROOM TRAINING: Occ. Specif.	A. CLASSROOM TRAINING: Voc. Ed.	B. On-the-Job Training	C. Pub. Service Employment	D. Work Experience
a. Total Enrollments	1 2 7			20		
b. Currently Enrolled	1 2 7			17		
a. Total Enrollments	0 3 7			35		
b. Currently Enrolled	0 3 7			25		
a. Total Enrollments	0 6 7			35		
b. Currently Enrolled	0 6 7			11		
a. Total Enrollments	0 9 7			35		
b. Currently Enrolled	0 9 7			0		
	22 23 24 25 26 27	28	31	36	41	46

IV. OTHER ACTIVITIES
(Reference III-F)

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A Veterans	20	35	35	35
B				
C				
D				
E				
F				
G				
H				
I				
J				

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

Room 102, Yolo County Courthouse, Woodland, California 95695

CETA TITLE I OPERATING BUDGET

[X] ORIGINAL [ ] REVISION NO._____

DATE October 1, 1978

Subgrantee Name and Address:

Employment Development Department
114 W. Main Street
Woodland, Calif. 95695

Contact Person Roger Baldwin

Phone_____ Contract No. 78-324

Period: From Oct 01 78 To Sept 30 1979

Program Name HIRE II for VETS

MONTH	ACTIVITY							TOTAL
	CT	OJT	PSE	WE	SERVICE	OTHER	SUMMER	
OCT.		3823						3823
NOV.		7270						7270
DEC.		7276						7276
JAN.		7316						7316
FEB.		7271						7271
MAR.		7277						7277
APR.		7205						7205
MAY		7205						7205
JUNE		7199						7199
JULY		7189						7189
AUG.		3742						3742
SEPT.		2255						2255
TOTAL		75028						75028

MONTH	COST CATEGORY						TOTAL
	ADMIN.	ALLOW.	WAGES	FRINGES	TRAINING	SERVICES	
OCT.	358				2600	865	3823
NOV.	358				6047	865	7270
DEC.	358				6047	871	7276
JAN.	366				6047	903	7316
FEB.	359				6047	865	7271
MAR.	360				6047	870	7277
APR.	293				6047	865	7205
MAY	286				6047	870	7205
JUNE	287				6047	865	7199
JULY	277				6047	865	7189
AUG.	277				2600	865	3742
SEPT.	277				1108	870	2255
TOTAL	3858				60731	10439	75028

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS BUDGET IS CURRENT AND COMPLETE AND THAT ALL OUTLAYS AND UNPAID OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE CONTRACT DOCUMENT

[redacted]
Administrator
Northern Region

Name and Title of Authorized Official

Fred M. Dunlap Jr. Oct 78

Signature Date

For CETA Approval Only:

Jack A. Boyd 10-25-78

Accountant Date

Principal Administrative Analyst Date

YC 108 (10-78)

SUBGRANTEE NAME AND ADDRESS

Employment Development Department

114 W. Main Street

Woodland, Calif. 95695

OPERATING BUDGET

CONTRACT NO. 78-324

ON-THE-JOB TRAINING	TOTAL	OCT	NOV	DEC	JAN
PARTICIPANT WAGES					
FRINGE BENEFITS					
F.I.C.A.					
Workers' Comp. Ins.					
P.S.E. (Uniforms, Supplies, etc.)					
Other					
TRAINING	60731	2600	6047	6047	6047
Staff Salaries					
Staff Fringe Benefits					
Staff Travel					
Special Program Tech. Assist.					
Subcontractor Training Cost	60731	2600	6047	6047	6047
Classroom Space Cost					
Supplies					
Telephone					
Books & Educational Aids					
Tuition & Ent. Fees					
Rental - Equipment					
Office Equipment					
Training Equipment					
Uncl. Training Cost					
SERVICES	10439	865	865	871	903
Staff Salaries	7187	598	598	598	609
Staff Fringe Benefits	1747	145	145	145	152
Staff Travel	1018	84	84	84	94
Special Program Tech. Assist.	0	0	0	0	0
Space Cost	113	9	9	9	14
Supplies	137	11	11	11	16
Telephone	216	18	18	18	18
Transportation	0	0	0	0	0
Child Care	0	0	0	0	0
Medical Assist.	0	0	0	0	0
Rent Assist.	0	0	0	0	0
Bonding Assist.	0	0	0	0	0
Rental Equipment	0	0	0	0	0
Office Equipment	21	0	0	6	0
Uncl. Services Cost	0	0	0	0	0
TOTAL NON-ADMINISTRATIVE COST	71170	3465	6912	6918	6950
ADMINISTRATIVE COST	3858	358	358	358	366
TOTAL - ON-THE-JOB TRAINING	75028	3823	7270	7276	7316

(ON-THE-JOB TRAINING)

OPERATING BUDGET

CONTRACT NO. 78-324

SUBGRANTEE'S NAME AND ADDRESS

Employment Development Department

114 W. Main Street

Woodland, CA 95695

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
6047	6047	6047	6047	6047	6047	2600	1108
6047	6047	6047	6047	6047	6047	2600	1108
865	870	865	870	865	865	865	870
598	598	598	598	598	598	598	598
145	145	145	145	145	145	145	145
84	84	84	84	84	84	84	84
0	0	0	0	0	0	0	0
9	9	9	9	9	9	9	9
11	11	11	11	11	11	11	11
18	18	18	18	18	18	18	18
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	5	0	5	0	0	0	5
0	0	0	0	0	0	0	0
6912	6917	6912	6917	6912	6912	3465	1978
359	360	293	288	287	277	277	277
7271	7277	7205	7205	7199	7189	3742	2255

OPERATING BUDGET
CONTRACT NO. 78-324

SUBGRANTEE NAME AND ADDRESS
Employment Development Department
114 W. Main Street
Woodland, Calif. 95695

ADMINISTRATIVE SUBGRANTEE	TOTAL	OCT	NOV	DEC	JAN
INDIRECT COST	288	24	24	24	24
SALARIES & WAGES	2396	199	199	199	207
FRINGE BENEFITS	653	54	54	54	54
FICA	128	10	10	10	8
Workers' Compensation	0	0	0	0	0
Retirement	390	32	32	32	33
Health & Life Insurance	120	12	12	12	12
Unemployment Compensation Ins.	15	0	0	0	15
TRAVEL	338	56	56	56	56
Mileage Reimbursement	338	56	56	56	56
Out-of-Town Travel	0	0	0	0	0
CONSULTANT & PROFESSIONAL SERVICES	0	0	0	0	0
Bookkeeping	0	0	0	0	0
Legal	0	0	0	0	0
Program Tech. Assist.	0	0	0	0	0
SPACE COST	43	7	7	7	7
Rental of Land & Buildings	43	7	7	7	7
Utilities	0	0	0	0	0
Janitorial Services	0	0	0	0	0
Repairs to Buildings	0	0	0	0	0
CONSUMABLE SUPPLIES	51	8	8	8	8
Office Supplies	51	8	8	8	8
Cleaning & Janitorial Supplies	0	0	0	0	0
COMMUNICATION COST	81	9	9	9	9
Telephone & Telegraph	81	9	9	9	9
Postage	0	0	0	0	0
OTHER COST	8	1	1	1	1
Photocopy & Xerox	0	0	0	0	0
Rental - Office Equipment	0	0	0	0	0
Maintenance & Repair -Equipment	8	1	1	1	1
Fid. & Gen. Insurance	0	0	0	0	0
Uncl. Expenses	0	0	0	0	0
EQUIPMENT	0	0	0	0	0
Office Equipment	0	0	0	0	0
Office Furniture & Fix.	0	0	0	0	0
TOTAL	3858	358	358	358	366

(ADMINISTRATIVE SUBGRANTEE)

OPERATING BUDGET

CONTRACT NO. 78-324

SUBGRANTEE'S NAME AND ADDRESS

Employment Development Department

114 W. Main Street

Woodland, Calif. 95695

FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
24	24	24	24	24	24	24	24
199	199	199	199	199	199	199	199
55	55	55	55	55	54	54	54
10	10	10	10	10	10	10	10
0	0	0	0	0	0	0	0
33	33	33	33	33	32	32	32
12	12	12	12	12	12	12	12
0	0	0	0	0	0	0	0
56	56	2	0	0	0	0	0
56	56	2	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
7	8	0	0	0	0	0	0
7	8	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
8	8	3	0	0	0	0	0
8	8	3	0	0	0	0	0
0	0	0	0	0	0	0	0
9	9	9	9	9	0	0	0
9	9	9	9	9	0	0	0
0	0	0	0	0	0	0	0
1	1	1	1	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
1	1	1	1	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
359	360	293	288	287	277	277	277

SUBGRANTEE NAME AND ADDRESS

Employment Development Department-Woodland Office
114 W. Main Street
Woodland, CA 95695

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION

CETA OPERATING BUDGET

Travel Schedule

Period From 10-1-78 To 9-30-79

Contract No. 78-324

POSITION OF TRAVELING STAFF	MILEAGE			REIMBURSEMENTS		OUT OF TOWN (ADMIN.)			TOTAL	
	MILES PER WEEK	NO. OF WKS	COST PER MILE	TOTAL ADMIN	TOTAL NON-ADMIN	PROJ. NO. OF TRIPS	COST PER TRIP	TOTAL	ADMIN.	NON-A
Administrative	41	48	.17	338						
EDD II	125	48	.17		1018					
TOTALS				338	1018					

Subgrantee's Name and Address

Employment Development Department, Woodland Office
114 W. Main Street
Woodland, CA 95695

Phone 662-8691

YOLO COUNTY EMPLOYMENT AND TRAINING ADMINISTRATION
CETA OPERATING BUDGET
Positions and Salaries Schedule
Period From 10-1-78 To 9-30-79

Contract No. 78-324
Title/Subtitle HIRE II

POSITION/TITLE	MONTH. SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACA-TION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE CO				
						TOTAL	ADMIN.	NON-ADMIN.	CLASS. TRNG.	OJT.	WORK EXP.	SERVICE /CLIENT	OTHER ACT.
EDD II	9.48/hr	758 hr.	0	7187		7187		7187		7187			
TOTAL				7187		7187		7187		7187			

CONTRACT NARRATIVE

PROGRAM DESCRIPTION

This contract will provide a HIRE II (Help through Industry Retraining and Employment) employer-reimbursable on-the-job training program to veterans in Yolo County. The contract amount of $75,028 will be administered by the Employment Development Department, Woodland office, who will have the responsibility for the following activities:

- Outreach, recruitment, and selection of applicants for referral to selected employers;
- Job Development and OJT Contract negotiations with employers in Yolo County;
- Participant eligibility certification;
- Participant pre-entry, program, and follow-up vocational counseling;
- Fiscal activities related to contract reimbursement to employers and claim preparation;
- Participant and contract development reporting to the Prime Sponsor

The goal of this program will be to place thirty-five (35) persons into the private industry through the OJT activity before March 30, 1979. Special effort will be made to provide participants wtih the skills and abilities that be acceptable for permanent employment in the training firm.

PROGRAM PERFORMANCE GOALS

The performance objectives of this program are:

1) To enroll a minimum of thirty-five (35) persons into a carefully selected on-the-job training position;

2) To provide indirect placement termination to 74% of the total program participants;

3) To provide other positive placement termination to 12% of the total program participants; and

4) To enroll and place unemployed Veterans.

a. GRANTEE'S NAME AND ADDRESS

Employment Development Department
114 W. Main Street
Woodland, CA 95695

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM PLANNING SUMMARY

b. GRANT NUMBER

c. GRANT YEAR
From 10-1-78 To 9-30-79

d. TYPE OF PROGRAM
1. ☐ Title I 3. ☒ Title III Specify HIREII
2. ☐ Title II 4. ☐ Title VI

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

Fiscal Years	CETA	SIC	Prime Contr.	Amd.	St.	P.V.	Project Number	Sub. Proj. No.	Components Code	MOD. NO.	MOD. DATE MM	DD	YY	MOD. TYPE
1 2	3	4 5	6	7	8	9 10	11 12 13 14 15 16	17 18	19 20	21 22	23 24	25 26	27 28	29 30

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3. C (Planned Enrollments) is A minus B.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR-TO-DATE PLAN

NO.	REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments (Item 1 of 2)	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entering Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENTS (end of quarter)
a.	1 2 3	20	15	5	3	0	0	0	0	1	2	17
b.	0 3 3	35	30	5	10	5	0	5	0	2	3	25
c.	0 6 3	35	30	5	24	17	0	17	0	3	4	11
d.	0 5 3	35	30	5	35	26	0	26	0	4	5	0
e.	1 2 3	26	31	26	41	48	51	56	61	66	71	76

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

NO.		REPORT PERIOD	A. CLASSROOM TRAINING: Other Skills	A. CLASSROOM TRAINING: Voc. Ed.	C. On-the-Job Training	D. Pub. Service Employment	E. Work Experience
a.	1	1 2 3			20		
	2	b) Currently Enrolled			17		
b.	1	a) Total Enrollments			35		
	2	b) Currently Enrolled			25		
c.	1	a) Total Enrollments			35		
	2	b) Currently Enrolled			11		
d.	1	a) Total Enrollments			35		
	2	b) Currently Enrolled			0		
e.	1 2 3		26	31	36	41	46

IV. OTHER ACTIVITIES
(Reference II.E)

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)	SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A Veterans	20	35	35	35	F				
B					G				
C					H				
D					I				
E					J				

WORKSHEET TO DEVELOP EDD STAFF AND RELATED COSTS - Page 1

CETA PROJECT DATA:

Prime Sponsor _____

Activities HIRE II OJT

EDD Unit Woodland

Project Code _____

Period of Activity 10-1-78 through 9-30-79

WORKSHEET DATA: CETA 26 No. _____

Date Prepared _____

Prepared By Roger Baldwin

Phone No. ATSS PUBLIC 662-8681

Date of EDD Pricing Schedule 9-78 and 11-8-78 (fringe)

Salary Step Used: Actual x Average _____

COST ITEMS * Cost categories used on sponsor Budgets.	COLUMN I ADMINISTRATION*	COLUMN II SERVICES*	COLUMN III CURRENT MONTH TOTALS	COLUMN IV TOTALS TO DATE
1. DIRECT PERSONNEL SERVICES COSTS: (1A and 1B from CETA 25 or CETA 5)				
A. Administrative Salary Cost	$ 1,696			
B. Services Salary Cost		$ 6,854		
C. TOTAL DIRECT PERSONNEL COSTS .. (1A plus 1B = 1C)			$ 8,550	$
2. INDIRECT SUPPORTIVE COSTS FOR FISCAL AND PERSONNEL MANAGEMENT:				
A. 3% of Column 1 Line 1A	$ 51			
B. 3% of Column II Line 1B	$ 206			
C. TOTAL INDIRECT PERSONNEL COSTS. (2A plus 2B = 2C)			$ 257	$
3. TOTAL PERSONNEL SERVICES COSTS:				
A. TOTAL OF LINES 1 and 2 FOR COLUMNS 1 to III	$ 1,953	$ 6,854	$ 8,807	$
4. FRINGE BENEFITS: (Multiply Line 3 Columns I and II by all percentages)				
A. Social Security (4.82%)....	$ 94	$ 330		
B. Retirement (17.19%).....	336	1,178		
C. Health Insurance (5.84%)..%	114	400		
D. Workers Compensation (.74%)..	14	51		
E. Unemployment Ins.(1.05%).	21	72		
F. Disability Ins. (.35%)..	7	24		
G. TOTAL FRINGE BENEFIT COSTS 29.99%	$ 586	$ 2,055	$ 2,641	$
5. NONPERSONAL SERVICES COSTS (Multiply Line 3 Column by I & II Applicable percentages from the Contract)				
A. Supplies (1.16%).....	$ 22	$ 29	$ 101	
B. Communications (3.07%).....	59	210	269	
C. Equipment Rent (0 %).....	Ø	Ø		
D. Equipment Expense (.55 %)....	10	37	47	
E. Premise Expense (2.17%).....	42	148	190	
F. TOTAL ALLOCATED NPS COSTS 6.95%	$ 133	$ 474	$ 607	$

* Cost categories used on sponsor budgets	COLUMN I ADMINISTRATION	COLUMN II SERVICES	COLUMN III CURRENT MONTH TOTALS	COLUMN IV TOTALS TO DATE
6. SPECIAL BUDGETED NON-PERSONNEL SERVICES COSTS: (From CETA 8 and CETA 9)				
A. Postage	$		$	$
B. Staff Travel:				
Admin. 228 mi. x .17 x 9 mo.				
Services 697.4 mi. x .17 x 9 mo.	$ 348	$ 1067	$ 1415	$
C. EDD Payment System Costs				
Explain 200 payments @ $4.19 ea.				
	$ 838		$ 838	$
D. Participant Supportive Services				
		$		
			$	$
E. Other - Allocate to Appropriate Category				
	$	$	$	$
F. Other Funds EDD will Distribute				
Employer Reimbursement for OJT		$ 60720		
Wages and Fringe Benefits for Work Experience				
Classroom Training Allowances, Incentive, etc.				
Subtotal			$ 60720	$
6. TOTAL SPECIAL BUDGET ITEMS (Total 6A to 6F)	$	$	$	$
7. TOTAL EDD STAFF AND RELATED COSTS (Total of Lines 3A, 4E, 5F, and 6G)	$ 3858	$ 71170	$ 75028	$
	5 %	95 %	100%	

REMARKS: $71170 (total services) - $60731 (Employer Reimbursement) = $10439

$10439 + $3858 (total Admin.) = $14297, which is 19% of total funding.

Project Manager	Date	Office	Phone
	11/24/78	Woodland	662-8681

CETA 26 REV. (10/77)

WORKSHEET TO DEVELOP
ECT PERSONNEL SERVICE COSTS

Class Code 1	Employee Name/ Class Description 2	Actual Salary Step 3	Hourly Rate 4	Administrative Number of Hours 5	Administrative Cost 6	Service to Clients Number of Hours 7	Service to Clients Cost 8
	EDO II	5	9.48	178.9	1696	723	6854
9	TOTAL THIS PAGE						
10	GRAND TOTAL						

CETA 25 (4-75)

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
REGION IX

Original ____
Sponsor ✓
Area Rep ____
MDSA ____
Payments ____

AGREEMENT 78-325

12/28/78

Mr. Art Edmonds
Chairman, Board of Supervisors
Yolo County Courthouse, Rm. 104
Woodland, CA 95695

FILED
DEC 29 1978
LAURENCE P. HENIGAN, Clerk
By _____ Deputy

Dear Mr. Edmonds:

We have received your recently submitted Approval Request Letter and the following action has been taken as of 28 DEC 1978.

____ Modification No. _____ to PSA No. _____
has been: _____ Approved _____ Disapproved

____ Certification that Prime Sponsor Agreement No. _____ remains unchanged from previous year has been:
_____ Approved _____ Disapproved

____ Certification that Prime Sponsor Agreement No. _____ remains in effect with changes has been:
_____ Approved _____ Disapproved

X Annual Plan No. 06-9061-45 for Title III, STIP II
has been: X Approved _____ Disapproved

____ Modification No. _____ to Annual Plan No. _____
for Title _____ has been:
_____ Approved _____ Disapproved

X The Notice of Fund Availability for Annual Plan No. 06-9061-45
for Title III, STIP II is enclosed _____
is not necessary X

Comments _____

Should you have any questions on the above action, do not hesitate to contact your Federal Representative.

Sincerely,

Arthur Douglas

Grant Officer

APPROVAL REQUEST

Date: 12/5/78

U. S. Department of Labor
Employment and Training Administration
450 Golden Gate Avenue, Box 36084
San Francisco, CA 94102

Attn: Mr. Arthur Douglas
Grant Officer

Dear

Enclosed for your review and approval are four copies of the following:

_____ Modification Request No._____ to PSA or SGA No._____

_____ Certification that PSA or SGA No._____ remains in effect unchanged from previous year

_____ Certification that PSA or SGA No._____ will remain in effect with enclosed revisions

__X__ Annual Plan No. 06-9061-45 for Title III - STIP II

_____ Modification Request No._____ to Annual Plan No._____ for Title_____

Please notify me of your action on the enclosed as soon as possible.

Sincerely,

(Chief Elected Official or Authorized
Prime Sponsor Representative)

Enclosure (s) ---

YOLO COUNTY AGREEMENT NO.78-325

OMB Approval No. 29-R0218

FEDERAL ASSISTANCE

2. APPLICANT'S APPLICATION — a. NUMBER: 06-9061-45; b. DATE (Year month day): 1978 Nov 01

3. STATE APPLICATION IDENTIFIER — a. NUMBER: 78080767; b. DATE ASSIGNED (Year month day): 1978 08 31

1. TYPE OF ACTION (Mark appropriate box): ☐ PREAPPLICATION ☐ APPLICATION ☐ NOTIFICATION OF INTENT (OPL) ☐ REPORT OF FEDERAL ACTION

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
- a. Applicant Name: County of Yolo
- b. Organization Unit: Employment & Training Administration
- c. Street/P.O. Box: Room 102, Courthouse
- d. City: Woodland
- e. County: Yolo
- f. State: California
- g. ZIP Code: 95695
- h. Contact Person (Name & telephone No.): Ralph B. Harris (916) 666-8374

5. FEDERAL EMPLOYER IDENTIFICATION NO.: 69-0930406

6. PROGRAM (From Federal Catalog) — a. NUMBER: 17.232; b. TITLE: CETA III

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

Comprehensive Employment and Training Program - Skills Training and Improvement Program (STIP) II

Total Funds Requested: $247,669
Total Administrative Costs: $49,534
Amount of Funds Requested for Upgrade: -0-
Amount of Funds in Performance Contracts: -0-

8. TYPE OF APPLICANT/RECIPIENT (A-State, B-Interstate, C-Substate District, D-County, E-City, F-School District, G-Special Purpose District, H-Community Action Agency, I-Higher Educational Institution, J-Indian Tribe, K-Other (Specify)): Enter appropriate letter: D

9. TYPE OF ASSISTANCE (A-Basic Grant, B-Supplemental Grant, C-Loan, D-Insurance, E-Other): Enter appropriate letter(s): A

10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.): Yolo County

11. ESTIMATED NUMBER OF PERSONS BENEFITING: 25

12. TYPE OF APPLICATION (A-New, B-Renewal, C-Revision, D-Continuation, E-Augmentation): Enter appropriate letter: A

13. PROPOSED FUNDING

a. FEDERAL	$ 247,669 .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ 247,669 .00

14. CONGRESSIONAL DISTRICTS OF: a. APPLICANT: 04; b. PROJECT: 04

15. PROJECT START DATE (Year month day): 1979 01 01

16. PROJECT DURATION: 12 Months

17. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY (Year month day): 1978 11 03

18. TYPE OF CHANGE (For 16c or 16e) (A-Increase Dollars, B-Decrease Dollars, C-Increase Duration, D-Decrease Duration, E-Cancellation, F-Other (Specify)): Enter appropriate letter(s): C A

19. EXISTING FEDERAL IDENTIFICATION NUMBER: None

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code): Department of Labor, San Francisco, CA 94102

21. REMARKS ADDED: ☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶ a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

b. If required by OMB Circular A-95 this application was submitted, pursuant to its procedures thereto, to appropriate clearinghouse and all responses are attached:

	No response	Response attached
(1) Regional A-95 - SRAPC	☐	☐
(2) State Clearinghouse - A-95	☐	☐
(3)	☐	☐

23. CERTIFYING REPRESENTATIVE — a. TYPED NAME AND TITLE: ARTHUR H. EDMONDS, Chairman Yolo County Board of Supervisors; b. SIGNATURE: Arthur H. Edmonds; c. DATE SIGNED (Year month day): 1978-10-31

SECTION III—FOR FEDERAL AGENCY USE

24. AGENCY NAME: Department of Labor

25. ORGANIZATIONAL UNIT: Employment & Training Administration

26. ADDRESS: 450 Golden Gate Avenue, San Francisco, CA 94102

27. ADMINISTRATIVE OFFICE: Region IX

28. FEDERAL APPLICATION IDENTIFICATION: N/A

29. FEDERAL GRANT IDENTIFICATION: 06-9061-45

30. ACTION TAKEN: ☐ a. AWARDED ☐ b. REJECTED ☐ c. RETURNED FOR AMENDMENT ☐ d. DEFERRED ☐ e. WITHDRAWN

31. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

32. ACTION DATE ▶ (Year month day): 19

33. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number): Lynn Stultz (415) 556-5223

34. STARTING DATE (Year month day): 1979 01 01

35. ENDING DATE (Year month day): 1980 09 30

36. REMARKS ADDED: ☐ Yes ☐ No

37. FEDERAL AGENCY A-95 ACTION: a. In taking above action, any comments received from clearinghouses were considered. If agency response is not in conformance with provisions of Part I, OMB Circular A-85, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.):

424-101

STANDARD FORM 424 PAGE 1 (10-75)
Prescribed by GSA, Federal Management Circular 74-7

ADDITIONAL ASSURANCES FOR STIP

1. The prime sponsor will conduct all work under the STIP grant pursuant to the Prime Sponsor Agreement and in accordance with the requirements of the schedule contained in the Solicitation for Grant Applications.

2. Programs of institutional skill training shall be designed for occupations requiring advanced skill level training and for which a demand exists which exceeds the available supply of skilled workers.

3. No funds will be used to train participants to fill a job opening created by the action of an employer in laying off or terminating the employment of any other employee of the employer in anticipation of filling the vacancy so created by hiring a trainee or graduate of STIP.

4. The prime sponsor will consult appropriate labor organizations when the training will be in occupations covered locally by collective bargaining agreements.

5. Funds under this grant may not be used to assist in any relocation of an establishment from one area to another unless the Secretary determines that such relocation will not result in an increase in unemployment in the area of original location or any other area where it conducts business operations.

6. Funds provided under this grant shall be used to supplement rather than supplant the level of funds that would otherwise be made available from other sources.

7. On-the-job training shall not conflict with provisions of applicable collective bargaining agreements of participating employers.

8. Grantee will assure that no member of any Planning Council or other Oversight Committee shall cast a vote on any matter in connection with the use of a proposed sub-grantee or contractor with which that member has direct interest.

9. Funds granted under the Skill Training Improvement Program shall not be used to substitute for existing training activities funded under the Act.

10. To the extent possible, administrative staff shall be drawn from unemployed and underemployed persons.

11. The application, in whole or in part, is not being considered for financial support by another organization or Federal Agency (or will include disclosure if so).

12. The grantee will take appropriate steps to provide for the increased participation of qualified disabled veterans and qualified Vietnam-era veterans who are under 35 years of age. Specific effort should be made to develop appropriate opportunities for such veterans. Each grantee shall develop local goals for service to such veterans taking into consideration their numbers and the number of qualified persons in other significant segments of the population in the area served. The grantee should utilize the assistance of the State and local veterans employment service representative in meeting these goals.

    On a continuing and timely basis, information on training opportunities under STIP shall be provided to the State and local veterans employment service representative for the purpose of disseminating information to eligible veterans.

13. Grantee assures that only persons who are eligible under Section V.C., or in the case of upgrade training, Section V.E.1., of the STIP Solicitation for Grant Applications Schedule will be enrolled as participants under this grant.

This applicant also certifies that the information on this application is correct to the best of its knowledge and belief and the filing of this application has been duly authorized.

Yolo County
(Legal Name of Applicant)

Room 102, Courthouse
(Address)

Woodland, CA 95695

(Signature of Chief Elected Official or His/Her Designee)

ARTHUR H. EDMONDS, Chairman
Yolo County Board of Supervisors
(Typed Name and Title of Chief Elected Official or His/Her Designee)

10-31-78
(Date of Application)

004
Copy #3

YOLO COUNTY

SKILLS TRAINING IMPROVEMENT PROGRAM

FOR

AGRICULTURE MAINTENANCE/OPERATION TECHNICIAN

Submitted:

June 30, 1978

AGRICULTURAL MAINTENANCE/OPERATOR TECHNICIAN

SKILLS TRAINING IMPROVEMENT PROGRAM

I. NEEDS & OBJECTIVES

Yolo County, together with two neighboring counties (Solano and Sacramento), accounts for 8% of the State's total farm employment at peak season. These seasonal farmworkers, during the off-season, suffer almost 90% unemployment. This problem is increasing, as farm mechanization continues to displace the farmworkers, and agribusiness steadily progresses toward industrial stability in achieving less utilization of labor and more skilled, highly technical approaches to production.

The farmworker has little to rely on in such a bind. The following profile of the typical seasonal farmworker family exposes many of the reasons for their continued dependence on seasonal, physically rigorous farming tasks for employment, which offers them little upward mobility:

Occupational Background: In most cases, they have participated in farm work for several generations with little exposure to other occupational alternatives;[1]

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[1] Campesina: Women in the California Agriculture Labor Market, by the California Commission on the Status of Women.

Median Income: $3,569;[2]

Median Grade Level:[2]

Educated in Mexico: Grade 5

Educated in United States: Grades 9 and 10

Language Problems: Limited English Speaking persons,

Sacramento and Yolo Counties: 15,920.[3]

Primary Ethnic Orientation: Mexican American

The seasonal farmworker, who faces tremendous hardships created by poverty, limited education, language barriers, cultural isolation, lack of career exposure, racial prejudice, and the rapid transistion to farm mechanization, in reality has little opportunity to effectively compete for new non-seasonal occupational opportunities that are becoming increasingly available in agribusiness. Although recent surveys show that a significant number of seasonal farmworkers would like to pursue a career in agriculture, they lack the necessary skills for upward transition to permanent positions.

California agriculture has been experiencing a dynamic change in the methods used in farming operations. Larger more sophisticated machines are being used to increase efficiency and productivity. Without a doubt, the demand for the skilled worker has increased.

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[2]Data collected from the North Bay Human Development Corporation CETA 303 Program.

[3]National Survey conducted by U.S. Bureau of Census as quoted in EDD Annual Planning Report.

To demonstrate that there was a need for skill training for the farmworker, the University of California, Davis (UCD) conducted a study between 1968-1971 on several farms farms in Northern California. The UCD staff found:

1. The greatest personnel problem of these farmers was a lack of qualified and trained employees.
2. The second most serious problem was the need to retrain existing employees to operate and service the new sophisticated farm equipment.

Manpower projections for the period 1975 to 1980 indicate that agriculture will be the only industry to register a decline in employment.[4] Therefore, the unemployed farmworker should be offered training that will not only improve but also increase his/her employability. This is especially true for those persons who wish to remain working in agriculture.

Agriculture in Yolo County is a steadily booming business, and the primary productive unit of the County even though it has been highly seasonal. But little of the increased production is resulting in increased employment. In 1978, the estimated gross farm production value was $189,971,830, an increase of $33,837 over the 1976 estimates of $156,134,610.[5] In the same comparison year, however, agricultural employment in Yolo County remained stable. Further projections indicate, as is true statewide, a decline in unskilled labor demands.

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[4]Skills Training for Agricultural Workers, Fresno, Calfiornia

[5]Yolo County Agriculture Crop Report, 1977, by the Yolo County Dept. of Agriculture.

The future need for farmworkers is a need for skilled, knowledgeable, flexible year-round farm employees. Current employment opportunities in agriculture are:

1) highly secure, as the industry is stable, demonstratably productive, and essential on a world-wide basis;
2) rapidly becoming non-seasonal in nature, due to mechanization and increased management flexibility through newly developed technology in crop management;
3) increasingly expanding as a labor market for the skilled laborer, as the industry rapidly shifts from unskilled, labor-intensive approaches to highly mechanized, highly skilled production techniques; and
4) open-ended as agriculture employers are becoming increasingly aware of the benefits of improved personnel management, including the need and cost benefits in maintaining a dependable, loyal, non-mobile, trained staff rather than promoting the continuation of migratory, unskilled labor patterns.

The goal proposed through this training program is to maximize the permanent, unsubsidized employment opportunities within agriculture by a jointly sponsored classroom and work experience activity to develop the necessary skills for job placement. The project's principal objectives will assist the successful completion of this goal:

1) To provide aggressive outreach to rural and urban farmworker family communities in order to recruit motivated individuals who possess the desire to remain in agricultural occupations;

2) To provide individualized assessment for program applicants to determine and insure the appropriateness of this program design/purpose for the participant, and to maximize successful program completion;

3) To provide task oriented, carefully designed skills training, securing participants' permanent agricultural employment potential;

4) To provide work experience supported by the local growers, linking classroom activities with hands-on experience in the field, and strengthening linkages for transistion to unsubsidized employment;

5) To implement the program within the structure of an established comprehensive manpower service delivery system, thus assuring the provision of the full range of supportive and complimentary manpower services to participants;

6) To monitor the program through an Oversight Committee to ascertain the extent of participation of private industry and to test practical application value of skills instruction; and

7) To place participants in jobs through aggressive job development activities.

This project will operate in Yolo County (see map on next page).

II. RESULTS AND BENEFITS EXPECTED

OBTAINING PERMANENT EMPLOYMENT

A minimum of 80% of the total program participants will obtain permanent unsubsidized employment in agribusiness in Yolo County.

Colusa Co
Sutter Co
Sacramento Co
Lake Co
Napa Co
Solano Co
Yolo Bypass
Dunnigan
Knights Landing
Zamora
Arbuckle
Esparto
Capay
Madison
Woodland
Davis
Winters
Dixon

ADVANCED SKILL DEVELOPMENT

This program has been carefully developed to implement a training design that utilizes the recent personnel research, farm occupation task analysis, and agricultural course development prepared by the Rural Economics Institute of Davis, California, and the Farm Applied Skill Training, Agricultural Education Unit of California State University, Chico, California. Other sources applied in the development of this program design include the Skills Training for Agricultural Workers Program at Fresno, Calfiornia, the Yolo County Agricultural Extension Service, the University of California, College of Agriculture staff, Davis, and local imput from growers and community-based organizations.

The multi-agency pooling for the skills training development planning process has assisted in providing a training capability that:

1) Clearly addresses itself to the farm tasks as defined by the private agricultural industry, which are appropriate for immediate application to practical farm production;
2) Utilizes the Farm Career Ladder (see Appendix I) which insures that the training provided will prepare participants for permanent employment;
3) Defines a relationship between agricultural short course content and career ladder progression (see Appendix II) and then adjust that overall relationship to the agriculture activity and job potential in Yolo County;
4) Implements the research and teaching guides coordinated for farm skills training to guarantee rapid, effective implementation of the classroom activity; and

5) Assures the ultimate participation of local public, private, and independent agribusiness sectors in successfully meeting the commitments of the program.

INCREASED INVOLVEMENT OF PRIVATE SECTOR

The involvement of the Oversight Committee in manpower planning, program implementation, monitoring, and evaluation will add a unique strength to Yolo County. Agriculture is this County's number one industry; agribusinessmen, however, have been impossible to involve in advisory manpower capacities because of their reluctance to participate in "federal" programs, their belief that manpower programs are primarily a "public", community interest oriented effort for the poor, and a failing on the part of local staff to effectively demonstrate a relationship between training and the agriculture industry. This program will assist local manpower efforts to overcome these barriers and will result in a manpower program that achieves better broad-based community support.

III. APPROACH

PRIVATE SECTOR INVOLVEMENT

The program commitment to the involvement of the private sector was first implemented with the utilization of the task analysis for development of a Farm Career Ladder and Farm Course Curriculum. Research that led to the final definition of the relationships between tasks to be performed, career ladder job title, and number of months of potential agriculture employment was conducted by: 1) on-site observations of farmworkers in crop production and management settings; 2) imput from agribusinessmen administering farm corporations; and 3) studies of year-round farm operations.

The following skills have been determined desirable for permanent employment in Yolo County agribusiness, especially but not exclusively in the area of row crop production:

Basic Farm Repair and Fabrication Welding

Basic Wheel and Crawlet Tractor Operation

Fertilizer and Pesticide Application Techniques

Basic Irrigation Techniques

Basic Harvest Equipment Operation

Farm Equipment Maintenance and Repair

Basic Personnel Management

Sources and arrangements for training have been developed for each short course separately. This method of individual course planning has strengthened the program in the following ways:

1) Will allow for utilization of private grower resources whenever appropriate, thus allowing training in atmospheres most similar to actual work environments;
2) Will effectively increase the subgrantee's ability to recruit consultants, specialists, and laymen to teach applicable skill areas;
3) Will promote the implementation of all imput of agribusinessmen and/or the Oversight Committee into the program and individual short course design;
4) Will add the necessary flexibility to select training arrangements specific to the short course/skill and eliminate forcing one particular training arrangement to fit various training needs/approaches; and

5) Will maximize the opportunity for the private sector to provide the training, instructors, equipment, and sites whenever feasible.

The course curricula has been developed with primary assistance from the University of California, Davis, the Yolo County Agricultural Extension Service, and FAST (the Farm Applied Skill Training) Unit of the California State University at Chico. The effect of this process has been to develop a final curricula that:

1) Deals with specific skills areas individually;
2) Developes courses with direct relationship to detailed farm occupational tasks analysis;
3) Has been tested for effectiveness in various community colleges;
4) Responds to local personnel demands for agribusiness; and
5) Assures employable skills training for the participant.

A joint effort for the review and monitoring of the program involves both the Prime Sponsor and the MOVE (More Opportunity through Varied Education) Project, sponsored by the Yolo County Office of Education and the subgrantee to Assure successful program operation. Primary operation responsibility will be through the Agricultural Training Specialist, who will be in charge of coordinating arrangements for training, work experience in the private sector (financially supported by growers), and participant information data collection. The agricultural Training Specialist will strengthen job transition opportunities by recruiting work experience sites that have the capability of absorbing trainees, but will also receive additional job development/job restructuring assistance from the M.O.V.E. Project Job Development

Team. M.O.V.E. Project is the comprehensive manpower service delivery and coordinated intake system for Yolo County. A timetable for completion of various program tasks is included in Appendix III.

Additional employment placement assistance, program planning and monitoring imput, and evaluation process participation will be provide by the Agribusiness Manpower Oversight Committee. The AMOC charge, membership, and term are outlined in Appendix IV. The Committee will be assisted in execution of its charge, including program imput into planning, monitoring of skills training objectives completion, and evaluation participation, by Prime Sponsor staff assigned from the Yolo County Manpower Administration Planning and program development personnel.

The AMOC will serve as a subcommittee of the Manpower Advisory and Planning Council. Staff assistance will be complimented by additional assistance, upon request, from the Agricultural Training Specialist and M.O.V.E. Project Director. This will be a newly formed, agri-specific committee. Membership recruitment is currently progressing with special support from the local Farm Bureau Office. Since private growers have been involved in several of the activities for development of this proposal, including the occupational task analysis, an operational AMOC was not considered necessary prior to this proposal's approval.

OCCUPATIONAL ELIGIBILITY

The occupation entitled Farm Maintenance/Operator Technician has been specifically created and designed by this project to provide the opportunity for interested individuals to work in year-round agricultural

employment. The occupation has been developed through the combination of several occupational titles which include Farm Equipment Mechanic (D.O.T. No. 624.381), Farm Hand General (421.883), and Welder (811.884). Alone, anyone of the above occupations provide seasonal farm employment. However, by providing training in each of the designated areas, an individual will develop and possess the skills necessary to be of value to the agribusinessmen on a permanent year-round basis.

The need for the specified occupation has been indicated and established through a variety of farmworker research studies and input from growers and agribusinessmen themselves, as stated previously in the proposal.

In order for selected program participants to acquire the necessary job knowledge encompassed in the diversity of tasks involved in the creation of the specified occupation, to adequately learn the specific techniques, and to develop an appropriate level of performance competency, it has been estimated that the course should be eighteen (18) months in length. The S.V.P. represents not only the amount of time required to learn the job requirements but also the time needed to gain experience in skill application and performance competency. According to the D.O.T., the specific vocational preparation (SVP) required for a Heavy Equipment Operator separately is six (6) months to a year. Therefore, to justify the eighteen (18) months training time, the minimum length of training required in each of these areas has been selected and combined to arrive at the designated time of instruction required for skill acquisition in this proposal.

For Additional Occupational Eligibity information, see TABLE I on Page 13.

PROGRAM ACTIVITIES AND SERVICES

This skills training design exhibits a unique program approach that matches agricultural job training, conducted in a classroom activity environment and funded by federal resources, with hands-on practical application funded by local private industry resources. Such a combined classroom and work experience program offers participants to the maximum extent possible a sincere opportunity for acquisition of employable skills and successful transition into unsubsidized employment.

The short course design followed by immediate field work effectively emphasizes practical application over theory. The following description of the curricula for the seven (7) short courses to be implemented in this program, further illustrates their usefulness as a course of instruction for preparation to achieve immediate employment in Yolo County agribusiness.

SHORT COURSE OUTLINES

Miscellaneous Instruction for Proper Work Preparation

- Total Hours of Classroom Activity: 160 hours (4 weeks)
- Contents:

Phase I: Orientation to include vocational evaluation, communication skills development, getting along with others, program design explanation, support services resource orientation , procedures training, and trainee/supervisor workshop(s); and

TABLE I
OCCUPATIONAL ELIGIBILITY

OCCUPATION	D.O.T. CODE	NUMBER OF PARTICIPANTS TO BE SERVED,	ENTRY LEVEL WAGE	EXPECTED DURATION OF TRAINING	ESTIMATED COST PER PARTICIPANT
Farm Maintenance/Operator Technician	Combination:* 624,381 409,883 811,884	25	$800 - $1,000 per month	1320 hours of classroom training (complimented by equal or additional hours of grower supported work experience.)	$9,907**

* See Narrative preceeding this Table.

** The Estimated Cost per Participant amount was derived by dividing the total program budget ($247,669) by the number of program participants (25).

Phase II: Job skills Workshop, to include application completion, interviewing, and job search techniques skills development, supervisor and co-worker relationship(s) training, job retention and job stability coaching; and Basic Personnel Management, including supervisory skills development training and instrution in basic Farm Labor Laws.

- Timeline: January 01-15, 1979 (2 weeks): Phase I
  April 15 - May 01, 1980 (w weeks): Phase II

Farm Repair and Fabrication Welding

- Total Hours Clasroom Activity: 320 hours (8 weeks)
- Contents:

  Basic Farm Welding; Basic Oxy-Acetylene Welding, Brazing, and Cutting; Basic Arc Welding; Miscellaneous Farm Repair and Fabrication Welding.

- Timeline: January 15 - February 15, 1979 (8 weeks)

Basic Wheel and Crawler Tractor Operation

- Total Hours Classroom Activity: 240 hours (6 weeks)
- Contents:

  Basic Tractor Operation, Advanced; Wheel Tractor Operation, Intermediate; Crawler Tractor Operation, Intermediate; Implement Assembly; Pick-up Truck and Implement Carrier Operation; and Basic Tractor Field Service and Adjustment.

- Timeline: April 15 - May 30, 1979 (6 weeks)

Harvest Equipment Operation

- Total Hours Classroom Activity: 40 hours (1 week)

- Contents:

  Swather, Bankout Wagon, and Harvestor Operation; Electronic Eye Tomatoe Harvestor maintenance; General Harvestor Service and Adjustment; Implement Assembly Review.

- Timeable: July 7 - July 30, 1979 (3 weeks)

Farm Equipment Maintenance and Repair Course

- Total Hours Classroom Activity: 400 hours (10 weeks)
- Contents:

  Engine Disassembly; Engine Testing and Adjusting; Engine Accessories Assembly; Engine Valve System Assembly; Engine Short Block Assembly; Engine Wear Check and Diagnosis; Basic Electricity and Ignition Systems; Brake Assembly and Adjustment; Basic Hydraulic Systems Maintenance; and Basic Farm Vehicle Maintenance, including Tractor Lubrication and Servicing; and Basic Harvestor Maintenance, including the Electronic Eye Tomatoe Harvestor.

- Timetable: October 15 - December 30, 1979 (10 weeks)

Fertilizer and Pesticide Application for Row Crops

- Total Hours Classroom Activity: 40 hours (1 week)
- Contents:

  Chemical Application and Calibration; Farm Pesticide and Liquid Fertilizer Safety; Handling Pesticides/Fertilizers for Farm Productions.

- Timetable: March 1 - 7, 1980 (1 week)

Basic Irrigation Techniques for Row Groups

- Total Hours Classroom Activity: 40 hours (1 week)

- Content:

  Basic Irrigation Techniques to maximize row crop productivity, including sprinkler systems, and basic instruction on water conservation.

- Timetable: March 7 - 14, 1980 (1 week)

Short Course Relationship to Agricultural Activity in Yolo County

The primary million dollar crops in Yolo County are tomatoes ($87,669,000 total value, 1977), corn ($11,176,600 total value, 1977) and sugar beets (9,786,000 total value, 1977).[6] These crops have been put on a timetable (see pages 17, 18 and 19) that chronologically defines the major tasks for the farm management of these crops.

To make it feasible to receive hands-on application experience for enrollees, paid for by growers, and to maximize the eventual potential for successful unsubsidized placement, the chronological timeline for short course instruction has been developed to respond to the production and management tasks for the primary row crops. The short course instruction timeable exhibited in Table V on page 19 of this document has been folded in at the bottom of Table II (Tomatoes), Table III (Corn), and Table IV (Sugar Beets) to demonstrate this relationship.

Instruction of these seven courses will be negotiated with private, consultant, public, and grower-organized training resources. The final training arrangements for site, equipment, instructors, and other training supplies, are expected to be a mix of the coordinated efforts

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[6]Agriculture Crop Report, 1977, Yolo County Department of Agriculture.

TABLE II
ROW CROP: TOMATOES
(Total Value, 1977: $ 87,660,000)
TIMELINE OF MAJOR CROP MANAGEMENT TASKS

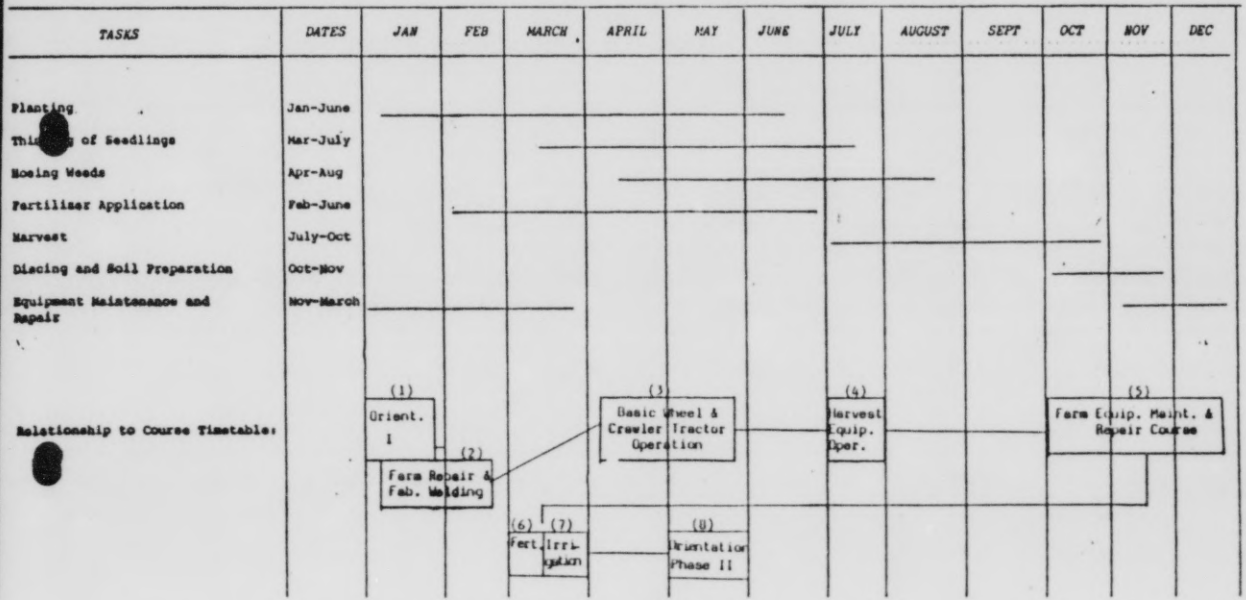


TABLE III
ROW CROP: CORN
(Total Value, 1977: $ 11,176,600)
TIMELINE OF MAJOR CROP MANAGEMENT TASKS

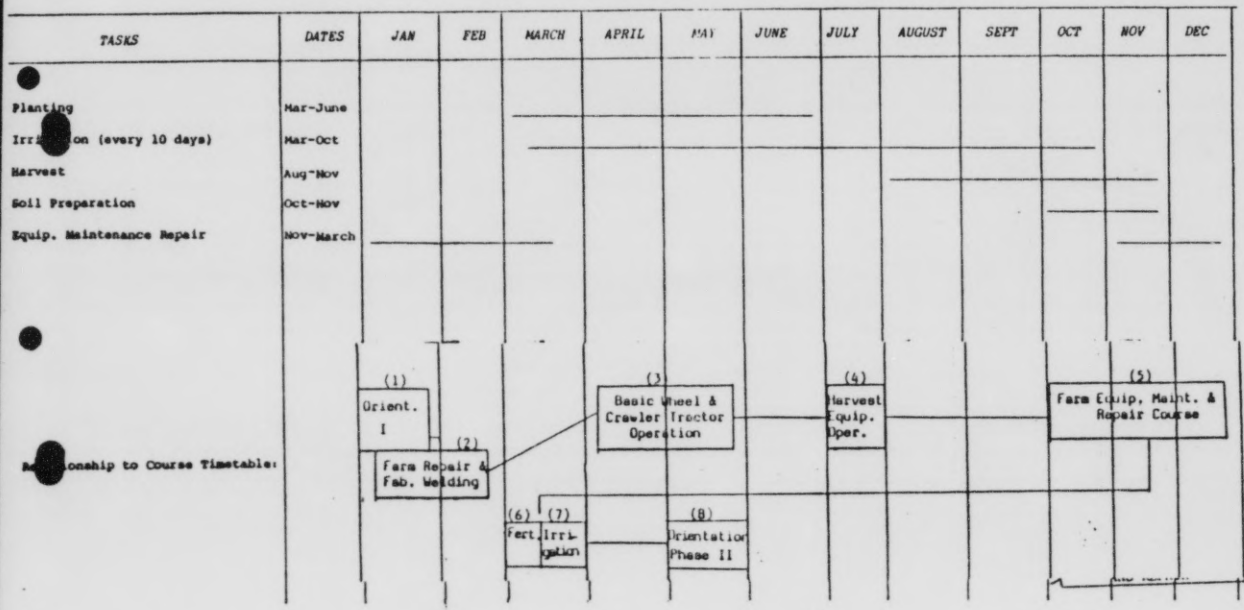


TABLE IV
ROW CROP: SUGAR BEETS
(Total Value, 1977: $9,786,000)
TIMELINE OF MAJOR CROP MANAGEMENT TASKS

Key:
Fall Harvest _____
Spring Harvest----------

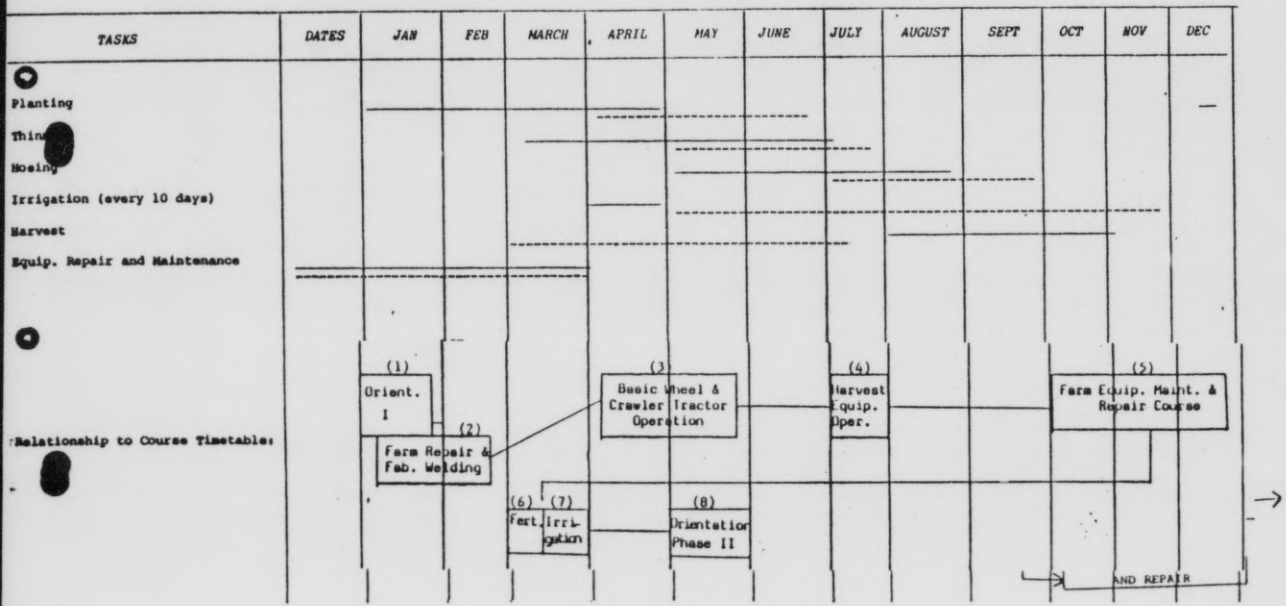
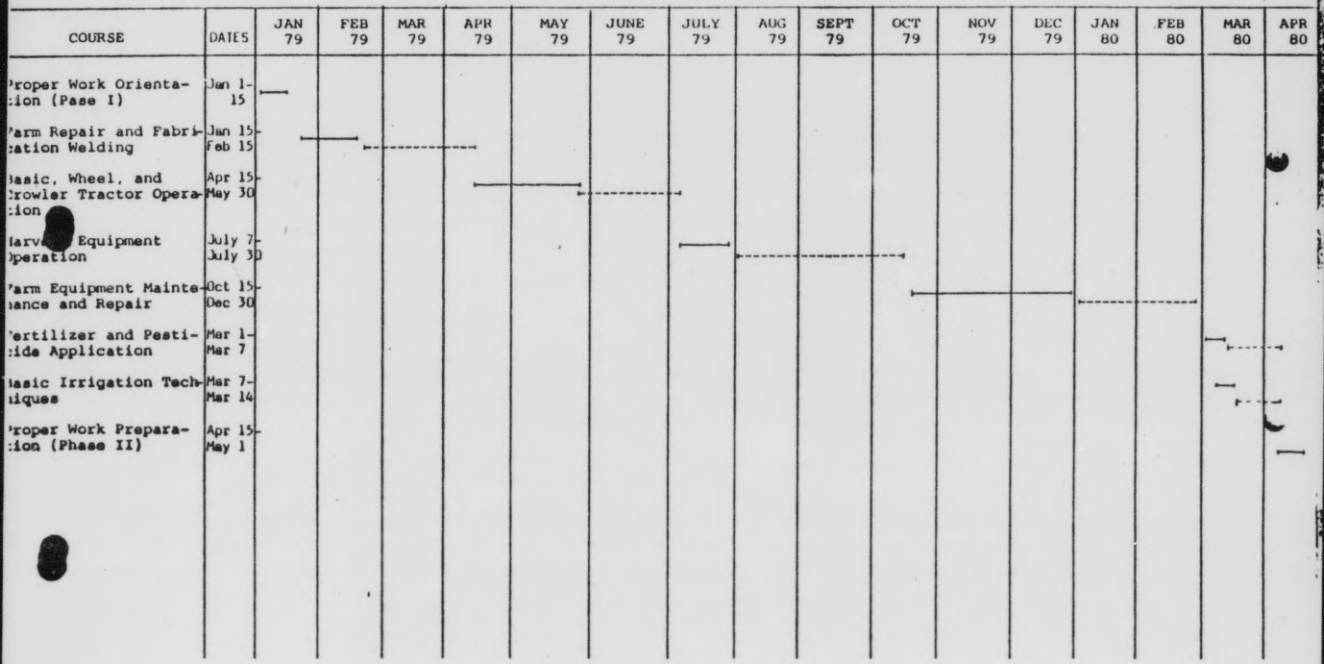


TABLE V
INSTRUCTION/WORK EXPERIENCE
SHORT COURSE TIMETABLE

_____Classroom Activity
---------WEX, Grower Supported



of many resources, both private and public. Such coupling of resources will minimize cost while maximizing the opportunity for quality training.

All arrangements for training will be approved by the Agricultural Manpower Oversight Committee (see timetable in Appendix III). Each short course is expected to be an independently innovative approach. The primary responsibility for coordination of the recruitment and implementation of short course arrangement design will be with the Agricultural Training Specialist.

Short course length and curriculum has been directly related to on-farm skill functions defined in the Farm Career Ladder (see Appendix I). These were developed following a task analysis of various farm occupations by the Rural Economics Institute in Davis. They can be conducted by lay instructions who have practical mastery of course content but no formal teaching experience. The standard Designated Subjects Teaching Credential will be used to certify instructors through a coordinated effort with the Yolo County Office of Education.

Agricultural training for year-round employment is a new concept that has been designed to respond to the realization, evolving out of the recent formal and informal surveys and studies conducted on the occupational goals and aspirations of farmworkers, that there are laborers who would wish to remain working in agriculture. Prior concentration in education and training programs for farmworkers has emphasized moving the farmworker away from the field. This has been true especially of C.E.T.A. Title III Migrant and Seasonal Farmworker monies and local C.E.T.A. Title I program priorities.

In Yolo County, this approach has demonstrated limited long-term success. Although in the short run placed program trainees stay with their newly found jobs in various alternative careers, follow-up activities indicate that large numbers of these leave during the summer months to return to the fields with their families.

The addition of this agricultural training concept to the local comprehensive manpower service delivery system will expand the range of opportunities available to the farmworker. Careful assessment, utilization of Career and Evaluation Center(s) with interest testing, work samples, and intensified vocational counseling will help direct applicants to the most appropriate selection of the many resources available. Other supportive services, including transportation, child care, and training and assessment allowances will be offered where needed through the established procedure and available resources, in Project M.O.V.E. (For more information regarding the method of operation of Yolo County Comprehensive Manpower Program, see the participant flow chart in Appendix V).

SELECTION OF PARTICIPANTS

Through an aggressive outreach system, via news media, on-going communication with local community service programs, agencies, and organizations, as well as door-to-door contacts, prospective program participants will be identified and referred to Project M.O.V.E. for eligibility determination. In addition, MOVE's Mobile Unit and staff will be utilized extensively to identify and recruit prospective participants from the isolated, rural communities of Yolo County through intensive grass roots contacts. It has been, and will continue to be, a primary

goal of Project MOVE to facilitate the development of appropriate and realistic programs to meet the needs of the migrant and seasonal farmworker population, as they are defined. The MOVE Mobile Unit has been an effective tool and an innovative delivery system to assist in the facilitation of the primary goal.

When potential participants have been identified and referred to MOVE, applicant information and data is collected to accurately determine eligibility according to the criteria set forth in the C.E.T.A. regulations during the initial intake process. Eligible applicants are presented a complete orientation of the program and services offered. Orientation is followed by an interview session with an outreach worker for closer examination of the applicant's motivation, interests, skills and occupational goals.

A variety of occupational and aptitude testing along with continueous indepth counseling will then be provided by MOVE's credentialed counselors and vocational evaluator. Based on the results of a thorough assessment and evaluation process, an individual employability plan will be developed commensurate with each person's skills, abilities, past experiences and demonstrated potential aptitude.

It will be the goal of this program to identify, screen, and select only those individuals who are 1) low income and have a history of seasonal unemployment; 2) through some previous knowledge and experience in the agricultural field, express a sincere desire to remain in this occupational area; and 3) possess the demonstrated potential to achieve success in pursuing upward mobility. Therefore, 100% of the selected program participants will be low income and individuals with seasonal

employment patterns. Priority will be given to the selection of Mexican-American individuals, which will constitute 60% of the total number of participants. The additional 40% of program participants will be recruited throughout Yolo County relative to their insidence in the population.

PLACEMENT

It is intented that this program design, which provides alternate classroom training and work experience, will result in immediate transition into unsubsidized employment with the growers who have been active participants in the program implementation. Close coordination and communication between staff and growers throughout the program will assist in the achievement of this goal.

However, in the event that immediate transition is not forthcoming, job placement will be assured program aprticipants via M.O.V.E.'s comprehensive manpower delivery system which has demonstrated a highly effective placement record. Placement into unsubsidized jobs will be insured through the following mechanisms:

1) Client participation in M.O.V.E.'s Job Search Program;
2) Aggressive staff outreach to employers in the private sectors to identify or develop job openings;
3) Coordination of efforts with E.D.D., California Human Development Corporation, Concilio and Migrant Education for job referrals and combined job development activities;
4) Continuous coordination with the program oversight committee (AMOC) and other employers participating in STIP;
5) Advertised job announcements via news media; and

6) Referral to other community agencies and programs with potential job opportunities.

Individual placement on jobs will be verified in a termination interview with the client as well as phone contact and/or on-site visitation with the employer. Subsequent follow-up will be conducted on a regular 30, 60, 90 day basis to insure job stability and retention.

IV. MANAGEMENT AND ADMINISTRATIVE PLAN

The Skills Training Improvement Program grant for this program design will be subcontracted to Yolo County's Comprehensive Manpower and Coordinated Intake system through the usual subcontract procedures of the Sacramento-Yolo Employment and Training Agency (SYETA).

The primary agent to assure the completion of this proposal's goals will be Project MOVE (More Opportunity through Varied Education), under the administration of the County Office of Education.

Project MOVE has been inoperation since 1972 and has been successful in its utilization of a variety of funds, including Office of Economic Opportunity grants, revenue sharing, State Vocational Education funds, CETA Titles I, II, III, and VI monies, 4% Descretionary and 5% CETA programs. From a budget in 1972 of approximately $29,000, Project MOVE today is responsible for the implementation of in excess to $1.5 million.

Administration of the program is under the special project administrator, Mr. Forrest Honnold, and Project Director, Jesus Moreno. Client-orientated decision-making lies with a management team that combines various administrative skills. Ultimate responsibility for the publishing and monitoring of all County Office of Education budgets lies

with the Yolo County Superintendent of Schools and the Yolo County Board of Education.

Project MOVE's Agricultural Training Specialist will have the primary responsibility for the coordination of the short course instruction and practical application designs of this proposal. All developments for subcontractual arrangements with a mix of private, public, and employer training resources will be approved by the Agricultural Training Oversight Committee (AMOC).

a. GRANTEE'S NAME AND ADDRESS
Yolo County Employment and
Training Administration
Room 102, Courthouse
Woodland, CA 95695

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM PLANNING SUMMARY

b. GRANT NUMBER
06-5051-4

c. GRANT YEAR From ~~October 1, 1978~~ 1-1-79 To September 30, 1979

d. TYPE OF PROGRAM
1. ☐ Title I 3. ☒ Title III Specify STIP
2. ☐ Title II 4. ☐ Title VI BASIC

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY: Trans. Code, SEG, Bal. Code, Acy., St., F.Y., Project Number, Sub-Proj. No., Comp. Code, MOD. NO., MOD. DATE (MM DD YY), BEGIN DATE (MM DD YY)

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3. C (Planned Enrollments) is A minus B.

Sec II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative numbers of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR TO DATE PLAN

			REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments this qtr.	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entering Employment	a. Direct Placmts.	b. Indirect Placmts.	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENTS (end of quarter)
a.	1	1	12/31	0	0	0	0	0	0	0	0	0	0	0
b.	1	2	3/31	25	25	0	0	0	0	0	0	0	0	25
c.	1	3	6/30	25	25	0	1	0	0	0	0	0	1	24
d.	1	4	9/30	25	25	0	2	0	0	0	0	0	2	23

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

				A. CLASSROOM TRAINING: New Skills	A. CLASSROOM TRAINING: Voc. Ed.	B. On the Job Training	C. Pub. Service Employment	D. Work Experience
a.	2	a) Total Enrollments	12/31	0				
b.	2	b) Currently Enrolled	12/31	0				
a.	3	a) Total Enrollments	03/31	25				
b.	3	b) Currently Enrolled	03/31	25				
a.	4	a) Total Enrollments	06/30	25				
b.	4	b) Currently Enrolled	06/30	24				
a.	1	a) Total Enrollments	09/30	25				
b.	1	b) Currently Enrolled	09/30	23				

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A Low Income	0	25	25	25
B Hispanic	0	15	15	15
C				
D				
E				

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
F				
G				
H				
I				
J				

IV. OTHER ACTIVITIES
(Reference III F)

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

a. GRANTEE'S NAME AND ADDRESS

Yolo County Employment and
Training Administration
Room 102, Courthouse
Woodland, CA 95695

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA PROGRAM PLANNING SUMMARY

b. GRANT NUMBER

CS-9051-9T

c. GRANT YEAR

From: October 1, 1979 To: September 30, 1980

d. TYPE OF PROGRAM

1. ☐ Title I 3. ☒ Title III Specify: SIIP
2. ☐ Title II 4. ☐ Title VI BASIC

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY | MOD. NO. | MOD. DATE | TYPE MOD.

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III

Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3. C (Planned Enrollments) is A minus B.

Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.

Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
GRANT YEAR TO DATE PLAN

	REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments this qtr.	2. Participants Carried Over	B. TOTAL TERMINATIONS	1. Entering Employment	a. Direct Placements	b. Indirect Placements	c. Obtained Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENTS (end of quarter)
a.	1 3 7	23	0	23	1	0	0	0	0	0	1	22
b.	0 3 7	23	0	23	9	7	0	7	0	1	1	14
c.	0 6 7	23	0	23	23	19	0	19	0	3	1	0
d.	0 9 7	23	0	23	23	19	0	19	0	3	1	0

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

		A. CLASSROOM TRAINING: Occup. Specif.	A. CLASSROOM TRAINING: Voc. Ed.	B. On the Job Training	C. Pub. Service Employment	D. Work Experience
a.	Total Enrollments	23				
b.	Currently Enrolled	22				
a.	Total Enrollments	23				
b.	Currently Enrolled	14				
a.	Total Enrollments	23				
b.	Currently Enrolled	0				
a.	Total Enrollments	23				
b.	Currently Enrolled	0				

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)	SIGNIFICANT SEGMENTS	GRANT YEAR TO DATE PLAN 12/31 (a)	3/31 (b)	6/30 (c)	9/30 (d)
A. Low Income	23	23	23	23	F.				
B. Hispanic	14	14	14	14	G.				
C.					H.				
D.					I.				
E.					J.				

IV. OTHER ACTIVITIES

(Reference III)

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

A. GRANTEE'S NAME AND ADDRESS

Yolo County Employment & Training Administration
Room 102, Courthouse
Woodland, CA 95695

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

BUDGET INFORMATION SUMMARY

B. GRANT NUMBER: 06-9061-45

C. TYPE OF PROGRAM
1. ☐ Title I 3. ☒ Title III 4. ☐ Title VI
2. ☐ Title II (Specify) STIP BASIC

D. FOR REGIONAL OFFICE USE ONLY

Action	Trans.	Oper	Seq.	Rpt. Code	Rpt.	St.	P.Y.	Project Number	Subj. Proj. No.	Comp. Code	Ident. No.	MOD DATE MM	DD	YY	Mod. Type
Cnt.	1	2	3	4 5	6 7	8 9	10 11	12 13 14 15	16 17 18	19 20	21 22 23	24 25	26 27	28 29	30
	Q		0												

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS b. Federal	c. Non-Federal	NEW OR REVISED BUDGET d. Federal	e. Non-Federal	f. TOTAL
1. Administration			24,883		
2. Allowances			47,700		
3. Wages			-0-		
4. Fringe Benefits			1,659		
5. Training			28,541		
6. Services			28,953		
7. Totals	115,933		131,736		247,669

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	1	2	3	09/79	1	2	3	12/79	1	2	3	03/79	1	2	3	06/79
1. Prime Sponsor Obligations	Q		3	-0-	Q		3	52,324	Q		3	87,908	Q		3	131,736
2. Total Projected Expenditures by Program			35	-0-			35	52,324			35	87,908			35	131,736
a. Classroom Training, Prime Sponsor			44	-0-			44	52,324			44	87,908			44	131,736
b. On-the-Job Training			53				53				53				53	
c. Public Service Employment			62				62				62				62	
d. Work Experience			71				71				71				71	
e. Services to Participants	Q		4		Q		4		Q		4		Q		4	
f. Other Activities			35				35				35				35	
3. Projected Expenditures for Vocational Ed. in Special Grants to Governors			44				44				44				44	
4. Projected Expenditures of Non-Fed. Funds			53				53				53				53	
5. Other Fed. Funds, Not in Prime Spon. Grant			62				62				62				62	
6. Grand Total - Projected Expenditures			71	-0-			71	52,324			71	87,908			71	131,736

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A. GRANTEE'S NAME AND ADDRESS
Yolo County Employment & Training Administration
Room 102, Courthouse
Woodland, CA 95695

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

BUDGET INFORMATION SUMMARY

B. GRANT NUMBER
80-9061-92

C. TYPE OF PROGRAM
1. ☐ Title I 3. ☒ Title III 4. ☐ Title VI
2. ☐ Title II (Specify) STIP BASIC

D. FOR REGIONAL OFFICE USE ONLY

TRANS.	OPER	SEQ.	CONTRACT KEY: Prog. Code	Req.	SL	F.Y.	Project Number	Subdiv. Proj. No.	Comp. Code	Mod. No.	MOD. DATE: MM	DD	YY	Mod. Type
Q		B												
Col.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS b. Federal	c. Non-Federal	NEW OR REVISED BUDGET d. Federal	e. Non-Federal	f. TOTAL
1. Administration			24,651		
2. Allowances			39,750		
3. Wages			-0-		
4. Fringe Benefits			1,412		
5. Training			21,168		
6. Services			28,952		
7. Totals	0		115,933		115,933

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	9/30/80	12/31/80	3/31/81	6/30/81
1. Prime Sponsor Obligations	24,285	83,356	115,933	115,933
2. Total Projected Expenditures by Program	24,285	83,356	115,933	115,933
a. Classroom Training, Prime Sponsor	24,285	83,356	115,933	115,933
b. On the Job Training				
c. Public Service Employment				
d. Work Experience				
e. Services to Participants				
f. Other Activities				
3. Projected Expenditures for Vocational Ed. in Special Grants to Governors				
4. Projected Expenditures of Non-Fed. Funds				
5. Other Fed. Funds, Not in Prime Spon. Grant				
6. Grand Total - Projected Expenditures	24,285	83,356	115,933	115,933

ETA 5148 (Rev. 1977)

APPENDIXES

I. Farm Career Ladder

II. Relationship of Short Course Outlines to Agricultural Career Ladder

III. Timeline for Completion of Program Tasks

IV. Agricultural Manpower Oversight Committee

- Charge, membership, term

- Timeline of Activities

V. M.O.V.E. Participant Flow Chart

VI. Detailed Budget Back-up Sheets

Appendix I

FARM CAREER LADDER

Level	Title	Activities	
VIII	Owner/Manager	Negotiates contracts (banks, sales, purchases); confers with ag. specialists; develops goals, strategies, policies; analyzes reports; reviews and prepares crop budgets; coordinates equipment and supervisors' time schedules; plans crops and crop rotation programs; and directs and/or performs accounting and payroll activities.	
VII	Assistant Manager		
VI	Foreman	Analyzes and solves work problems; estimates activity man hours; directs work; assigns duties; determines supply needs; reports progress to manager; trains and orients workers; collects and verifies time cards; and may also maintain crop costs and production records.	
V	Maintenance*	Trains workers; monitors work activities; performs engine overhaul, fabrication welding, engine diagnosis, testing and adjusting; operates specialty equipment at peak demand times; and maintains equipment repair and fabrication cost records.	
IV	Equipment Operator/ Maintenance*	Pace set crews; trains, orients new workers; performs cutting and welding to repair implements; implement set up; minor tune-up; complete service lube; equipment operation of Level III; and maintains service lube records.	
		Orchard/Vineyard	Field/Row
III	Equipment Operator*	Precision operation of trimming, cultivation, spraying, harvest and hauling equipment. 12 months employment	Precision operation in ground preparation, planting, spraying, cultivation, harvest, and hauling equipment. 10-12 months employment
II	Agricultural Worker/ Equipment Operator	Pace set field crews; bud & prune trees/vines; operate harvest support equipment (bin, trailer, forklift, etc.) and irrigate. 12 months employment	Pace set field crews; operate open field non-precision equipment operation; operate harvest support equipment (bin, trailer, forklift, bank-out wagon) and irrigate. 8-12 months employment (2500 hours)
I	Agricultural Worker	Hand pick, pack, sort, tie, hoe, thin, load trucks, clean up grounds. 6 months employment	Hand pick, pack, sort, thin, hoe, handle bins, load trucks and clean up grounds. 6 months employment

*The Farm Maintenance/Operator Technician occupational title has been developed from combinations of Levels III, IV and V of this career ladder document published by the Rural Economics Institute of Davis, California. The Technician title emphases skills that are immediately applicable in farm row crop operations in Yolo County and throughout the San Joaquin Valley.

Appendix II

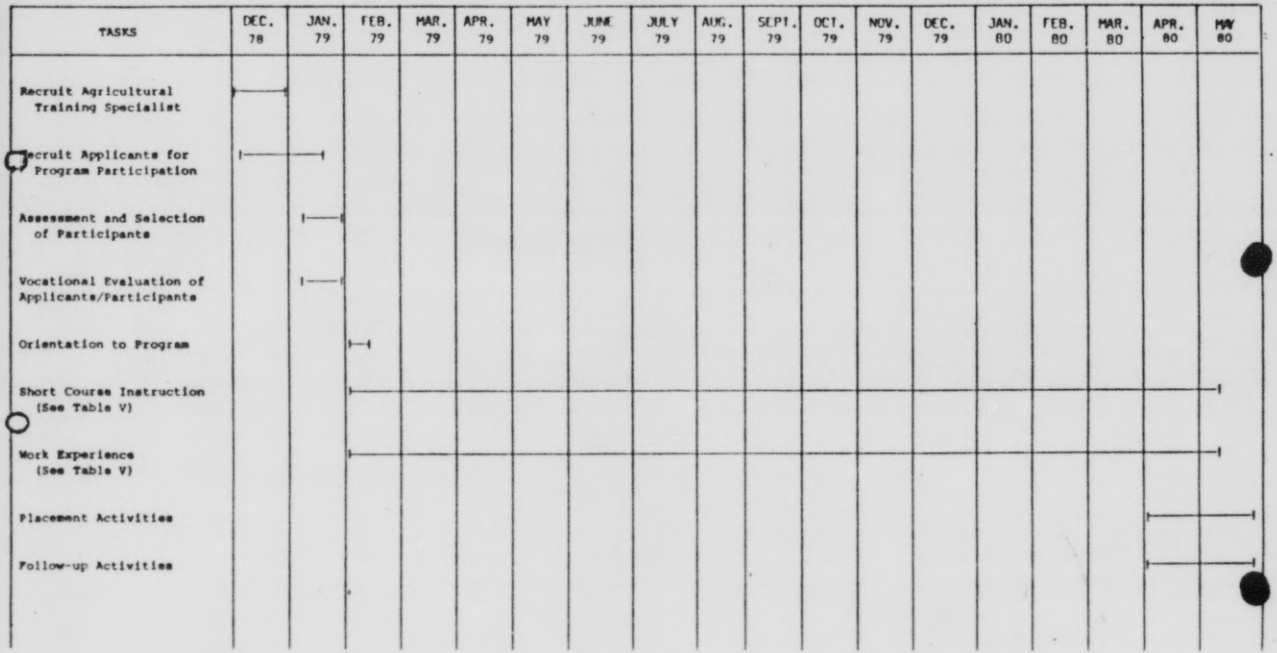
RELATIONSHIP OF SHORT-COURSE OUTLINES to AGRICULTURAL CAREER LADDER

Level	Title	Outline Number and Title
VIII	Owner/Manager	#50: Development of Personnel Policies
VII	Assistant Manager	#49: Advanced Manager Training
		#48: Intermediate Manager Training
		#47: Basic Manager Training
VI	Foreman	#46: Advanced Foreman Training
		#45: Intermediate Foreman Training
		#44: Basic Foreman Training
		#12: Pesticides Safe Use and Handling
V	Maintenance	#43: Engine Testing and Adjusting
		#42: Engine Accessories Assembly
		#41: Engine Valve System Assembly
		#40: Engine Short Block Assembly
		#39: Engine Wear Check and Diagnosis
		#38: Advanced Welding Fabrication
IV	Equipment Operator/ Maintenance	#37: Engine Disassembly
		#36: Ag-Air Conditioning System Maintenance
		#35: Basic Oxy-acetylene Welding and Brazing
		#34: Implement Assembly
		#33: Basic Arc Welding
		#32: Basic Electricity and Ignition Systems
		#31: Installation of Fuel Systems Components
		#30: Brake Assembly and Adjustment
		#29: Installation of Cooling Systems Components
		#28: Implement Disassembly
		#27: Oxy-acetylene Cutting
		#26: Basic Hydraulic Systems Maintenance
		#25: Filter Systems Maintenance
		#24: Track and Wheel Adjustment
		#12: Pesticides Safe Use and Handling
III	Equipment Operator	#23: Basic Crew Supervision
		#22: Truck/Tractor Operation
		#21: Harvester Service and Adjustment
		#20: Harvester Operation
		#19: Chemical Application and Equipment Calibration
		#18: Advanced Tractor Operation
		#17: Pickup Truck and Implement Carrier Operatic
		#12: Pesticides Safe Use and Handling
		#1: Job Success Through Proper Work Preparatior

Level	Title	Outline Number and Title
II	Agricultural Worker/Equipment Operator	#23: Crew Supervision
		#16: Bankout Wagon Operation
		#15: Swather Operation
		#14: Intermediate Tractor Operation - Wheel
		#13: Intermediate Tractor Operation - Crawler
		#12: Pesticides Safe Use and Handling
		#11: Budding Grapevines
		#10: Dryer, Dehydrator, Huller, Washer Equipment Operation
		#9: Basic Tractor Operation
		#8: Use of Weigh Scales
		#7: Tree Treatment and Medication
		#6: Tree Pruning-Power Equipment
		#5: Tree Pruning-Hand
		#4: Grapevine Pruning
		#3: Basic Irrigation
		#2: Tree Tying
		#1: Job Success Through Proper Work Preparation
I	Agricultural Worker	#1: Job Success Through Proper Work Preparation

Appendix III

TIMELINE FOR COMPLETION OF PROGRAM TASKS



APPENDIX IV
AGRICULTURAL MANPOWER OVERSIGHT COMMITTEE

- COMMITTEE CHARGE

The committee will advise the Manpower Advisory and Planning Council on manpower program priorities, and training arrangements for skills development related to agribusiness. The Committee's charge shall include but not be limited to input on program planning, monitoring, and evaluation.

- COMMITTEE MEMBERSHIP

The AMOC shall consist of: One representative, University of California, Davis; one representative, Yolo County Farm Bureau; one representative, Rural Economics Institute; one representative, Yolo County Agriculture Extension Service; one representative from the client community; four (4) local agribusinessmen.

- COMMITTEE TERM

The committee is a special committee to the MAPC.

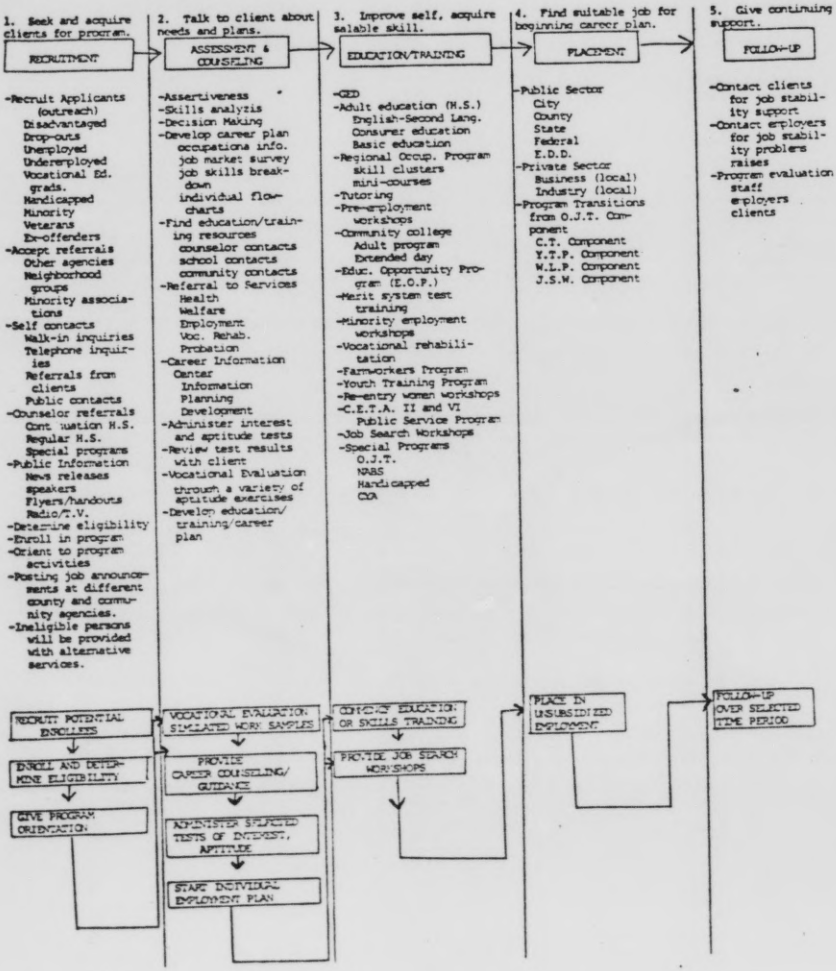
Appendix

AGRICULTURAL MANPOWER OVERSIGHT COMMITTEE
TIMELINE OF ACTIVITIES

ACTIVITIES	JAN. 79	FEB. 79	MAR. 79	APR. 79	MAY 79	JUNE 79	JULY 79	AUG. 79	SEPT. 79	OCT. 79	NOV. 79	DEC. 79	JAN. 80	FEB. 80	MAR. 80	APR. 80	MAY 80
Analyze, in-depth, course content, proposal objectives.	——																
Review implementation and training arrangements.		——	——	——													
Monitor program operation, skills instruction, and trainee participation.		——	——	——	——	——	——	——	——	——	——	——	——	——	——	——	
Evaluate program with on-site training visits, participant interviews.			——	——	——	——	——	——	——	——	——	——	——	——	——	——	——
Make recommendations for program re-design.		——	——	——	——	——	——	——	——	——	——	——	——	——	——	——	
Complete preliminary program evaluation report.													——	——	——		
Review follow-up reports of participant termination status.															——	——	—→
Prepare final program evaluation report.																——	—→

APPENDIX V

PARTICIPANT'S FLOW



APPENDIX VI
DETAILED BUDGET BACK-UP SHEETS

ADMINISTRATION

Subcontractor Indirect Cost @ 5.695% of 90% of 224,641 (Direct Cost)		11,514
Prime Sponsor Monitoring and Support Costs @ 4.65% of 247,669		11,514
Salaries:		17,945
Project Director 8.33% 29.5-B 1517 mos = 10,829; Step 29.5-C 1619 mo. X 5 mos = 8,095; 5% Cost of Living 29.5-V 1700X6 mos = 10,200 TOTAL = 29,124 X 8.44% = 2,426	2,426	
Program Developer @ 25% 25.5-E 1,274/mo. X 6 mo. 8,844 25.5-F 1,509/mo. X 6 mo. 9,054 25.5-F 1,585/mo. X 6 mo. 9,510 27,408 X 25% = 6,852	6,852	
Agricultural Training Specialist @ 50% See "Services: Ag. Training Specialist"	8,667	
Fringes:		4,511
Consumable Supplies $ 50/month X 18 months		900
Communication Costs Telephone Instalation of two (2) phones	200	470
Postage 100 letters/month average X 18 months X.15 letter.	270	
Xerox Costs 1,000 copies/month X 18 months X.06 per copy		1,080
Data Processing Costs 25 participants X 2 checks per month X 18 months X per check		1,350
Office Equipment		250
One (1) Office desk @ $ 150 each	150	
One (1) Office chair at $ 50 each	50	
One (1) Adding Calculator @ $ 50.each	50	

ALLOWANCES

1,320 hours X 25 participants X 2.65 per hour		$ 87,450
FRINGE BENEFITS		3,071
Worksmens' Compensation for Participants 87,450 X .035115		
TRAINING COST		
Instructor Costs = 1,320 hours instruction at 10.22/hr. + 280 hours course prep @ 10.22/hr.		16,352
Instructor Fringes		5,069
Consultant Instructor Costs (Technical Assistance): Seven (7) short courses @ $ 300 each		2,100
Instructor Travel 100 miles/week average X 33 weeks X .16/mile		528
Space Costs = 600/month X 8 months		4,800
Supplies = Consumable supplies @ 50/month X 18 months		900
Books and Education Aids = Miscellaneous Aids to include books, welding rods, gloves, training guides, etc: 1,000/ course X 7 courses.		7,000
Rental Training Equipment:		12,960
Wheel Tractor Rental: 24 hrs. X 8.50/hr. X 10 Tractors	2,040	
Crawler Tractor Rental: 36 hrs. X 18.00/hr. X 10 Tractors	6,480	
Welder Rental: Portable gas drive welding equipment @ 48/wk X 6 weeks X 5 machines	1,440	
Miscellaneous Harvestor and Implement Rental: 100/day X 30 days	3,000	
SERVICES		
Salaries:		32,580
Agricultural Training Specialist @ 50%	8,667	
Salary Schedule, Step raise, 5% Cost of Living.		
18.0-8 919 mo. @ 6 mo. 5,514		
18.0-B 961 mo. @ 6 mo. 5,766		
18.0-B 1,009 mo. @ 6 mo. 6,054		
17,334 @ 50%		

Services Cont.

Bilingual Outreach Worker @ 100%			15,246	
Salary Schedule, Step Raise 5%; Cost of Living.				
15.0-A	810 mo. @ 6 mo.	4,860		
15.0-B	844 mo. @ 6 mo.	5,064		
15.0-B	886 mo. @ 6 mo.	5,316		
		15,246		
Mobile Unit Outreach Worker @ 50%			8,667	
Salary Schedule, Step Raise 5%; Cost of Living.				
18.0-A	919 mo. @ 6 mo.	5,514		
18.0-B	961 mo. @ 6 mo.	5,766		
18.0-B	1,009 mo. @ 6 mo.	6,054		
		17,334		
Fringes:				10,099
Travel Costs:				10,996
Staff Travel			2,496	
200 miles/wk. X 78 wks. X .6				
Participant Travel			8,500	
25 participants X 340 days each X $ 1.00/day				
Space Cost:				2,700
150/month X 18 months				
Supplies:				270
$ 15/month X 18 months				
Telephone: (Two (2) phones)				1,260
$ 70/month X 18 months				

SACRAMENTO-YOLO EMPLOYMENT AND TRAINING AGENCY
P.O. BOX 1413, SACRAMENTO, CALIFORNIA 95807 447-6961

CETA TITLE III OPERATING BUDGET

GRANTEE NAME AND ADDRESS
olo County STIP Program Proposal
bmitted by Sacramento-Yolo Employment
d Training Program

☐ ORIGINAL ☐ REVISION NO. ____

DATE January 1, 1979 to June 30, 1980

CONTACT PERSON _____
PHONE _____ CONTRACT NO. _____
PERIOD: FROM _____ TO _____
PROGRAM NAME _____

NTH	ACTIVITY							TOTAL	COST CATEGORY					
	STIP II								ADMIN.	ALLOW.	WAGES	FRINGES	TRAINING	SERVICE
JAN	7,446							7,446	2,987	0		0	1,242	3,217
FEB	22,439							22,439	2,737	10,600		369	5,516	3,217
MAR	22,439							22,439	2,737	10,600		369	5,516	3,217
APR	14,193							14,193	2,737	5,300		184	2,755	3,217
MAY	7,196							7,196	2,737	0		0	1,242	3,217
JUNE	14,195							14,195	2,737	5,300		184	2,757	3,217
JULY	22,439							22,439	2,737	10,600		369	5,516	3,217
AUG	7,196							7,196	2,737	0		0	1,242	3,217
SEPT	14,193							14,193	2,737	5,300		184	2,755	3,217
OCT	12,377							12,377	2,737	3,975		154	2,294	3,217
NOV	5,954							5,954	2,737	0		0	0	3,217
DEC	5,954							5,954	2,737	0		0	0	3,217
OTAL														

RM _____

DDRESS _____

PHONE _____

AUDIT INFORMATION

DATE OF LAST AUDIT _____

☐ COPY ATTACHED ☐ NOT AVAILABLE, EXPLAIN

I certify that to the best of my knowledge and belief this budget is current and complete and that all outlays and unpaid obligations are for the purposes set forth in the contract document.

NAME AND TITLE OF AUTHORIZED OFFICIAL

SIGNATURE DATE SIGNED

FOR SYETA APPROVAL ONLY:

FISCAL OFFICER DATE

EXECUTIVE OFFICER DATE

SYETA 402 (OCT77)

SACRAMENTO-YOLO EMPLOYMENT AND TRAINING AGENCY
P.O. BOX 1413, SACRAMENTO, CALIFORNIA 95807 447-6961

CETA TITLE III OPERATING BUDGET

GRANTEE NAME AND ADDRESS
Yolo County STIP Program Proposal
Submitted by Sacramento-Yolo Employment
and Training Program.

☐ ORIGINAL ☐ REVISION NO. ____

DATE 1-1-79 to 6-30-80

CONTACT PERSON ____
PHONE ____ CONTRACT NO. ____
PERIOD: FROM ____ TO ____
PROGRAM NAME ____

MONTH	ACTIVITY: STIP II							TOTAL	COST CATEGORY: ADMIN.	ALLOW.	WAGES	FRINGES	TRAINING	SERVICE
JAN	14,193							14,193	2,737	5,300		184	2,755	3,217
FEB	22,439							22,439	2,737	10,600		369	5,516	3,217
MAR	22,439							22,439	2,737	10,600		369	5,516	3,217
APR	11,006							11,006	2,737	3,092		122	1,838	3,217
MAY	11,006							11,006	2,737	3,092		122	1,838	3,217
JUNE	10,565							10,565	2,755	3,091		92	1,411	3,216
JULY	0							0	0	0	0	0	0	0
AUG	0							0	0	0	0	0	0	0
SEPT	0							0	0	0	0	0	0	0
OCT	0							0	0	0	0	0	0	0
NOV	0							0	0	0	0	0	0	0
DEC	0							0	0	0	0	0	0	0
TOTAL	247,669							247,669	49,534	87,450	0	3,071	49,709	57,905

FIRM ____

ADDRESS ____

AUDIT INFORMATION

DATE OF LAST AUDIT ____

☐ COPY ATTACHED ☐ NOT AVAILABLE, EXPLAIN

PHONE ____

I certify that to the best of my knowledge and belief this budget is current and complete and that all outlays and unpaid obligations are for the purposes set forth in the contract document.

NAME AND TITLE OF AUTHORIZED OFFICIAL

SIGNATURE DATE SIGNED

FOR SYETA APPROVAL ONLY:

FISCAL OFFICER DATE

EXECUTIVE OFFICER DATE

SYETA 202 (OCT77)

ETA TITLE III

PERATING BUDGET

CONTRACT NO.

M.O.V.E.	Indirect	11,514	4.65
Prime	Indirect	11,514	4.65
	Total	23,028	9.3

SUBGRANTEE'S NAME AND ADDRESS:

Yolo County STIP Program Proposal, submitted by Sacramento-Yolo Employment and Training Program

Direct 26,506 10.7%

ADMINISTRATIVE COST BREAKDOWN

ACCT. NO. OBJECT ACCOUNT	TOTAL	JAN.	FEB.	MAR.	APR.
INDIRECT COST	23,028	1279	1279	1279	1279
SALARIES AND WAGES/ALLOWANCES	17,945	997	997	997	997
FRINGE BENEFITS	4,511	250	250	250	250
FICA	671	37	37	37	37
WORKMEN'S COMP.	300	17	17	17	17
RETIREMENT	1736	96	96	96	96
HEALTH & LIFE INSURANCE	1625	90	90	90	90
UNEMPLOYMENT COMP. INSURANCE	179	10	10	10	10
MEL					
MILEAGE REIMBURSEMENT					
UT OF TOWN TRAVEL					
CONSULTANT AND PROFESSIONAL	1350	75	75	75	75
BOOKKEEPING	1350	75	75	75	75
LEGAL					
PROGRAM TECHNICAL ASSIST.					
SPACE COST					
RENTAL - LAND AND BUILDING					
UTILITIES					
JANITORIAL SERVICE					
REPAIRS TO BUILDING					
CONSUMABLE SUPPLIES	900	50	50	50	50
OFFICE SUPPLIES	900	50	50	50	50
CLEANING AND JANITOR. SUPP.					
COMMUNICATION COST	470	26	26	26	26
PHONE AND TELEGRAPH	200	11	11	11	11
POSTAGE	270	15	15	15	15
OTHER COST	1080	60	60	60	60
PHOTOCOPY & XEROX	1080	60	60	60	60
RENTAL OF OFFICE EQUIPMENT					
MAINTENANCE & RPR. OF EQUIP.					
FIDE. & GEN. INS.					
UNCLASSIFIED EX.					
EQUIPMENT	250	250	0	0	0
OFFICE EQUIPMENT	250	250	0	0	0
FICE FURNITURE AND FIX.					
TOTAL - ADMINISTRATIVE COST	49,534	2,987	2,737	2,737	2,737

OPERATING BUDGET

SUBGRANTEE'S NAME AND ADDRESS:

Yolo County STIP Program Proposal, submitted by Sacramento-Yolo Employment and Training Program

CONTRACT NO.

ADMINISTRATIVE COST BREAKDOWN

MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
1279	1279	1279	1279	1279	1279	1279	1279
997	997	997	997	997	997	997	997
250	250	250	250	250	250	250	250
37	37	37	37	37	37	37	37
17	17	17	17	17	17	17	17
96	96	96	96	96	96	96	96
90	90	90	90	90	90	90	90
10	10	10	10	10	10	10	10
	75	75	75	75	75	75	75
75	75	75	75	75	75	75	75
50	50	50	50	50			
50	50	50	50	50	50	50	50
					50	50	50
26	26	26	26	26	26	26	26
11	11	11	11	11	11	11	11
15	15	15	15	15	15	15	15
60	60	60	60	60	60	60	60
60	60	60	60	60	60	60	60
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
2737	2737	2737	2737	2737	2737	2737	2737

OPERATING BUDGET

SUBGRANTEE'S NAME AND ADDRESS:

Yolo County STIP Program Proposal,
submitted by Sacramento-Yolo
Employment and Training Program

CONTRACT NO.

ADMINISTRATIVE COST BREAKDOWN

JAN.	FEB.	MAR.	APR.	MAY	JUNE
1279	1279	1279	1279	1279	1285
997	997	997	997	997	996
250	250	250	250	250	261
37	37	37	37	37	42
17	17	17	17	17	11
96	96	96	96	96	104
90	90	90	90	90	95
10	10	10	10	10	9
	75	75	75	75	75
75	75	75	75	75	75
50	50	50	50	50	50
50	50	50	50	50	50
26	26	26	26	26	28
11	11	11	11	11	13
15	15	15	15	15	15
60	60	60	60	60	60
60	60	60	60	60	60
0	0	0	0	0	0
	0	0	0	0	0
2737	2737	2737	2737	2737	2755

TA TITLE III

O(ATING BUDGET

CONTRACT NO.

SUBGRANTEE'S NAME AND ADDRESS:

Yolo County STIP Program Proposal, submitted by Sacramento-Yolo Employment and Training Program

N/A Direct 198,135

ACTIVITY COST BREAKDOWN

ACCT. NO. OBJECT ACCOUNT	TOTAL	JAN.	FEB.	MAR.	APR.
ADMINISTRATION	49,534	2,987	2,737	2,737	2,737
PARTICIPANT WAGES/ALLOWANCES	87,450	0	10,600	10,600	5,300
FRINGE BENEFITS	3,071	0	369	369	184
FICA					
WORKMEN'S COMP. INS.	3,071	0	369	369	184
P.S.E.					
OTHER					
TRAINING	49,709	1,242	5,516	5,516	2,755
STAFF SALARIES	16,352	409	1,815	1,815	907
STAFF FRINGE BENEFITS	5,069	127	563	563	281
STAFF TRAVEL	528	13	58	58	29
SPEC. PROG. TECH. ASST.	2,100	52	233	233	116
SUBCONTRACTOR IND. COST					
SPACE COST	4,800	120	532	532	266
SUPPLIES	900	22	100	100	50
TELEPHONE					
BOOKS & EDUCATIONAL AIDS	7,000	175	777	777	388
TUITION & ENT. FEES					
RENTAL - EQUIPMENT	12,960	324	1,438	1,438	718
OFFICE EQUIPMENT					
TRAINING EQUIPMENT					
UNCL. TRAINING COST					
SERVICES	57,905	3,217	3,217	3,217	3,217
STAFF SALARIES	32,580	1,810	1,810	1,810	1,810
STAFF FRINGE BENEFITS	10,099	561	561	561	561
STAFF TRAVEL	2,496	139	139	139	139
SPEC. PROG. TECH. ASST.	0	0	0	0	0
SPACE COST	2,700	150	150	150	150
SUPPLIES	270	15	15	15	15
TELEPHONE	1,260	70	70	70	70
TRANSPORTATION	8,500	322	322	322	322
CHILD CARE					
MEDICAL ASSIST.					
RENT ASSIST.					
HOUSING ASSIST.					
RENTAL EQUIPMENT					
OFFICE EQUIPMENT					
UNC. SERVICES COST					
TOTAL	247,669	7,446	22,439	22,439	14,193

ETA TITLE III

(
OI ATING BUDGET

CONTRACT NO.

SUBGRANTEE'S NAME AND ADDRESS:

Yolo County STIP Program Proposal, submitted by Sacramento-Yolo Employment and Training Program

ACTIVITY COST BREAKDOWN

MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
2737	2737	2737	2737	2737	2737	2737	2737
0	5300	10600	0	5300	3975	0	0
0	184	369	0	184	154	0	0
0	184	369	0	184	154	0	0
1242	2757	5516	1242	2755	2294	0	0
(	908	1815	409	907	756	0	0
	281	563	127	281	234	0	0
13	29	58	13	29	24	0	0
52	116	233	52	116	97	0	0
120	266	532	120	266	221	0	0
22	50	100	22	50	40	0	0
175	388	777	175	388	323	0	0
324	719	1438	324	718	599	0	0
3217	3217	3217	3217	3217	3217	3217	3217
1810	1810	1810	1810	1810	1810	1810	1810
561	561	561	561	561	561	561	561
139	139	139	139	139	139	139	139
0	0	0	0	0	0	0	0
150	150	150	150	150	150	150	150
15	15	15	15	15	15	15	15
70	70	70	70	70	70	70	70
322	322	322	322	322	322	322	322
(							
7196							
TOTAL	14,195	22,439	7,196	14,193	12,377	5,954	5,954

ETA TITLE III

ERATING BUDGET

CONTRACT NO.

SUBGRANTEE'S NAME AND ADDRESS:

Yolo County STIP Program Proposal, submitted by Sacramento-Yolo Employment and Training Program

ACTIVITY COST BREAKDOWN

JAN.	FEB.	MAR.	APR.	MAY	JUNE		
2737	2737	2737	2737	2737	2755		
5300	10600	10600	3092	3092	3091		
184	369	369	122	122	92		
184	369	369	122	122	92		
2755	5516	5516	1838	1838	1411		
07	1815	1815	605	605	455		
281	563	563	188	188	139		
29	58	58	20	20	19		
116	233	233	77	77	64		
266	532	532	177	177	141		
50	100	100	33	33	28		
388	777	777	258	258	199		
718	1438	1438	480	480	366		
3217	3217	3217	3217	3217	3216		
1810	1810	1810	1810	1810	1810		
561	561	561	561	561	562		
139	139	139	139	139	133		
0	0	0	0	0	0		
150	150	150	150	150	150		
15	15	15	15	15	15		
70	70	70	70	70	70		
322	322	322	322	322	3026		
14,193							

SUBGRANTEE'S NAME AND ADDRESS:

o County STIP Program

posal, submitted by

ramento-Yolo Employment

. Training Program

CETA - TITLE III - OPERATING BUDGET

Positions and Salaries Schedule

Period From 1-1-79 To 6-30-78

ONE Cathie Wicks: 666-8374

OSITION/TITLE	MONTH SALARY RATE	% OF TIME	NO. OF MOS.	AMOUNT	VACATION	TOTAL AMOUNT			DISTRIBUTION OF NON-ADMINISTRATIVE COST					
						TOTAL	ADMIN.	NON-ADMIN.	Services					
rector	1547	8.33	7	902										
rector	1619	8.33	5	674										
rector	1700	8.33	6	850		2426	2426							
ogram Developer	1474	25	6	2211										
ogram Developer	1509	25	6	2264										
ogram Developer	1585	25	6	2377		6852	6852							
ri. Tng. Specialist	919	100	6	5514										
ri. Tng. Specialist	961	100	6	5766										
ri. Tng. Specialist	1009	100	6	6054		17334	8667	8667	8667					
ili al Outreach	810	100	6	4860										
ilingual Outreach	844	100	6	5064										
ilingual Outreach	886	100	6	5316		15240		15240	15240					
MU Outreach	919	50	6	2757										
MU Outreach	961	50	6	2883										
MU Outreach	1009	50	6	3027		8667		8667	8667					
	TOTAL			50,519		50 [illegible]	17,945	32,574	32,574					

SUBGRANTEE NAME AND ADDRESS

CETA - TITLE III - OPERATING BUDGET

CONTRACT NO.

Yolo County STIP Program Proposal, submitted by Sacramento-Yolo Employment and Training Program

TRAVEL SCHEDULE

PERIOD FROM 1-1-79 TO 6-30-80

POSITION OF TRAVELING STAFF	MILEAGE			REIMBURSEMENTS		OUT OF TOWN (ADMIN.)			TOTAL	
	MILES PER WEEK	NO. OF WKS.	COST PER MILE	TOTAL ADMIN.	TOTAL NON-ADMIN.	PROJ. NO. OF TRIPS	COST PER TRIP	TOTAL	ADMIN.	NON-ADMIN.
Instructor	100	33	.16		528					
Agriculture Tng. Specialist	50	78	.16		624					
Bilingual Outreach	100	78	.16		1248					
M.O.V.E. Mobile Unit Outreach	50	78	.16		624					
GRANT TOTAL	X	X	X		3024	X	X			

SUBGRANTEE NAME AND ADDRESS

lo County STIP Program Proposal,
omitted by Sacramento-Yolo Employ-
nt and Training Program

CETA - TITLE III - OPERATING BUDGET

PARTICIPANTS PAYMENT SCHEDULE

PERIOD FROM 1-1-79 TO 6-30-80

CONTRACT NO. _____

TRAINING CLASSIFICATION	TOTAL PARTIC.	HRS. PER WEEK	NO. OF WEEKS	TOTAL HOURS	RATE PER HOUR	TOTAL AMOUNT	FEDERAL SHARE
ricultural Maintenance/Operation Technician	25	40	33	33,000	2.65	87,450	87,450
SUB-TOTAL				33,000		87,450	87,450
PHASE IN/OUT/ABSENTEEISM %				0		0	0
TOTAL				33,000		87,450	87,450

omitted by Sacramento-Yolo

ployment and Training Program

EQUIPMENT SCHEDULE

CONTRACT NO. _____

NE Cathie Wicks: 666-8374 PERIOD FROM 1-1-79 TO 6-30-80

OFFICE EQUIPMENT

QUAN.	DESCRIPTION	USAGE	UNIT COST	TOTAL
1	Desk	Admin.	150	150
1	Chair	Admin.	50	50
1	Calculator	Admin.	50	50

FILED

NOV - 7 1978

LAURENCE P. HENIGAN, Clerk

By [signature] Deputy

AGREEMENT NO. 78-326

(Yolo County Library Bookmobile Agreement)

THIS AGREEMENT entered into this 7th day of November, 1978, by and between the COUNTY OF YOLO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and G. W. Williams Co. hereinafter referred to as "OWNER",

W I T N E S S E T H:

WHEREAS, the County wishes to provide a library bookmobile service for Broderick, California, and wishes to utilize the property owned by G. W. Williams Co. and referred to as the "River Bend Shopping Plaza" for this purpose; and

WHEREAS, the parties desire to reduce to writing the terms and conditions whereby the COUNTY may park the Yolo County Library Bookmobile at the River Bend Shopping Plaza;

IT IS AGREED as follows:

1. OWNER gives COUNTY permission to park the Yolo County Library Bookmobile on the east side of the River Bend Shopping Plaza parking lot near the Post Office on Mondays from 2:00 - 6:00 p.m., and on Wednesdays from 12:00 noon - 4:00 p.m.

2. COUNTY agrees to indemnify and hold harmless from and against any and all claims for accident or injury based on any act or omission by the COUNTY OF YOLO or its agents or employees, occurring in, on, or about the premises of the Bookmobile while parked in the River Bend Shopping Plaza parking lot.

3. The terms of this agreement may be terminated by either party on thirty (30) days' written notice to the other.

OFFICE OF THE
COUNTY COUNSEL
COUNTY OF YOLO
P. O. BOX 127
WOODLAND, CA 95695
TEL. NO. (916) 666-8211

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

COUNTY OF YOLO, a political subdivision of the State of California

BY _____
CHAIRMAN OF THE BOARD OF SUPERVISORS

G. W. WILLIAMS CO.

By: _____
George W. Williams III, President

ATTEST:
LAURENCE P. HENIGAN, CLERK

BY _____
DEPUTY

(SEAL)

OFFICE OF THE
COUNTY COUNSEL
COUNTY OF YOLO
P. O. BOX 1271
WOODLAND, CA 95695
TEL. NO. (916) 666-8211

FILED

NOV - 7 1978

LAURENCE P. HENIGAN, Clerk

By ..... Deputy

AGREEMENT No. 78-327

INDIVIDUAL HOSPITAL AGREEMENT

We agree to participate in the Council Sponsored Shared Courier Service Program and at terms outlined in the Master Agreement between the Hospital Council of Northern/Central California and California Couriers, Inc. These terms include:

1. Basic fee $30.00 for daily, Monday through Friday round trip service (excluding legal holidays specified in Master Contract) to one consignee (such as Blue Cross or other Medi-Cal/ Medicare claims processor.)

2. The initial charge for color coded nylon zippered pouches is $6.00 each (3 required per consignee.) Seals are $25.00 per 1000 if desired or required. If paper envelopes are utilized in place of pouches cost will be $60.00 per 1000.

3. Under PUC regulations, charges will be made monthly in advance and must be paid within 10 days of date of invoice.

4. A single regular place on the hospital site, easily accessible, shall be agreed upon mutually by hospital and Courier as the pickup point.

5. If for any reason, hospital wishes to cancel this agreement, such cancellation may be effected by phone call and follow-up cancellation notice in writing. Courier will cancel service within five (5) working days from the date upon which Courier was notified of cancellation by phone.

6. Additional services may be provided to Hospital, as mutually agreed upon by Hospital and Courier. Hospital will be charged $22.00 per month for each additional consignee for daily 2-way service; $11.00 for daily 1-way service, Monday through Friday, (except that daily mail delivery from Hospital to Rincon Annex Post Office shall be $11.00 if desired). Other special services

such as Interstate shipments, air shipments, emergency pickups or deliveries, refrigerated service, etc., and any service required other than daily, will be billed at rates mutually agreed to by Hospital and Courier prior to shipment. The rates for two-way service shown above apply only from and/or to hospitals and consignees located within the Council geographical area as shown on map marked Exhibit A.

7. No price increases will be permitted during the first year of the master contract, except that in the event of a general increase in the price of gasoline, Council may negotiate with Courier an appropriate increase. Hospitals will, however, be given ninety (90) days notice of such increase and if unacceptable may effect cancellation (see Item 5).

8. Service may begin at any mutually agreed upon date. Courier will make specific arrangements for start-up at each individual hospital. First month's invoicing will be appropriately prorated.

SIGNED: County of Yolo

By: _____

Hospital Chairman of the Board of Supervisors

For Yolo General Hospital

By:

November 7, 1978.

Date

CALIFORNIA COURIER, INC.

Courier:

_____

By: J. MANNING, ITS VICE PRESIDENT

10-24-78

Date

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By _____
DEPUTY COUNTY COUNSEL

LGW
5/5/78

SHARED COURIER SERVICE PROGRAM

MASTER AGREEMENT FOR COURIER SERVICES

This agreement is entered into this 84 day of August, 1978, by and between Med Equip (hereinafter referred to as "MED EQUIP"), acting as a consultant for the member hospitals of the Hospital Councils of Northern and Central California, and California Couriers, Inc., a fully licensed and certified ground and air courier incorporated in the State of California (hereinafter referred to as "COURIER").

NOW, THEREFORE, it is agreed as follows:

1. COURIER agrees to provide specific Courier Services to those Council members who wish to participate in Council Shared Courier Service Program. COURIER maintains a service for the purpose of protecting property and transporting it to and/or from a location as designated by Hospital. The word "property" as used in this contract is limited to items consisting of cash letters, letters of transmittal, checks, drafts, notes, money orders and travelers checks, computer generated billing information, computer data input, including but not limited to computer tapes, discs, key punch cards, microfilm, microfiche, other documents or instruments of similar nature, blood, lab specimens, pharmaceuticals, but excluding, in any event, bonds, stocks, coupons, securities, currency, coins, jewelry, gems, furs and precious metals.

2. MED EQUIP shall act as a consultant to facilitate the implementation and administration of individual hospital agreements with COURIER. An amount equal to 10% of the net amount collected monthly shall be paid monthly by COURIER to MED EQUIP, for monitoring and administering the program. A separate accounting system will be maintained by COURIER to permit review of this factor, from time to time, as MED EQUIP deems necessary.

3. To further assist in the development and monitoring of the program, MED EQUIP will utilize HCNC Third Party Payor Committee as it relates to and is affected by Courier Services.

4. MED EQUIP is acting as a consultant to the Hospital Councils, which are voluntary membership organizations comprised of individual hospitals located within the State of California; and, as such, does not possess authority to make any commitment herein on behalf of any individual hospital and shall not be responsible for any obligations assumed or agreed to in an individual hospital's agreement with COURIER. MED EQUIP shall, however, be notified of and consulted, with respect to the resolution of problems or disagreements which may arise in the implementation of such agreements. When necessary, such disputes shall be referred to the appropriate Council Committee for arbitration.

5. A copy of the individual agreement is made part of this agreement and attached hereto for reference purposes.

6. COURIER shall take steps to maintain confidentiality of data collected and transported, and shall be liable to MED EQUIP and to any other party which may be injured from negligence which results in a failure to meet the requirements of this paragraph.

7. In view of the highly favorable charge, the Council members shall agree to pay COURIER a fee for all services rendered in accordance with P.U.C. regulations monthly in advance.

8. The basic monthly fee to each individual hospital for 2-way service to one (1) consignee (5 days per week for Monday through Friday delivery) is $30.00; except that service requested in writing on one or more of the following legal holidays will be billed to the customer on a per stop basis (time and mileage rates previously agreed upon by Hospital and COURIER):

New Year's Day
George Washington's Birthday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

It is understood that this will cover up to ten (10) pounds in any one shipment and to one destination. Example: Hospital to Blue Cross and return. Additional consignees if desired by hospital will be charged at the following rates:

$22.00 per month for 2-way service
$11.00 per month for 1-way service
(except that mail room 1-way service to Rincon Annex is $11.00)

Other special services such as interstate shipments, air shipment, emergency pickups or deliveries, refrigerated service, etc., and any service required other than daily, will be billed at rates mutually agreed to by Hospital and COURIER prior to shipment. The rates for two-way service shown above apply only from and/or to hospitals and consignees located within the Councils' geographical areas, as shown on attached map, marked Exhibit "A".

9. There shall be no change in the basic monthly fee schedule for the minimum period of this contract, except that should the price of gasoline increase to the extent that it significantly increases delivery costs, and an

adjustment is required, submission of the facts shall be made to MED EQUIP, and an allowance may be granted; but, in no case, shall an increase in price be made for at least sixty (60) days after MED EQUIP approval, to permit time to give notice to the individual hospitals.

10. COURIER agrees at all times during the life of this contract to purchase and maintain insurance with a responsible insurance company for the cost of reconstruction of items or property handled or protected by COURIER, its agents or employees, for the protection of any Hospital executing an Individual Hospital Agreement with COURIER pursuant to this Contract. Such insurance shall be limited to the amount of three hundred dollars ($300.00) per shipment for the reconstruction cost of property of Hospital in the possession of COURIER, or in the possession of the agents or employees of COURIER under the provisions of this Contract. COURIER agrees to furnish Hospital upon request with written evidence of compliance with this provision. It is understood and agreed, however, that COURIER's insurance will not cover, nor will COURIER be liable in any capacity for loss or damage to any of Hospital's property in its possession by reason of the following:

(1) Hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual, impending or expected attack, (a) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (b) by military, naval or air forces; or (c) by an agent of any such government, power, authority or forces.

(2) Any weapon of war employing atomic fission or radioactive force whether in time of peace or war.

(3) Insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurence, seizure or destruction under quarantine or customs regulations, confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade.

11. COURIER shall not be liable in any capacity for any loss or damage caused Hospital by any delay in or failure to make any pickups or delivery required under the terms of this contract due to strikes, stoppage of labor, epidemics, pestilence, war, rebellion, insurrection, hostilities, legal process, fire, acts of God or causes beyond its control.

12. There will also be an initial charge to the Hospital of $6.00 each

maximum for the color coded, zippered nylon pouches. (Three will be required for each consignee, to maintain the service cycle: one at the hospital, one enroute, and one at Blue Cross or other claims processor). If seals are desired, they may be purchased for $25.00 per 1,000. COURIER accepts the responsibility of procuring and distributing pouches and seals, and/or envelopes, as required for each hospital. Prices for envelopes will be $60.00 per 1,000.

13. Hospital agrees to cause all shipments to be made into securely sealed packages which clearly indicate the names and addresses of the consignor as well as the consignee.

14. This Agreement shall remain in full force and effect for a minimum period of one (1) year from the date of execution by all parties below. Thereafter this Agreement shall remain in effect until cancelled by either party by ninety (90) days written notice.

SIGNED THIS 8th day of August, 1975.

BY J. Michael Hegg

MED EQUIP

BY Mark W. Collins

BK

YOLO COUNTY MANPOWER ADMINISTRATION
SUBGRANT APPLICATION
SUBGRANTEE SIGNATURE SHEET
CETA TITLE II AGREEMENT

AGREEMENT NO. 78-328

MODIFICATION OF SUB-GRANT

FILED
NOV 28 1978
LAURENCE P. HENIGAN, Clerk
By Debra E. Corley Deputy

Subgrantee Name

Legal Center for the Elderly

Address

517 Second Street

City

Woodland, CA 95695

Phone

666-1903

Program Director

Date of Modification

October 1, 1978

The Sub-Grant between the parties, Yolo County Agreement No. 78-261 is hereby modified as follows:

1. Net amount of funds affected by this modification:

   ~~Increase~~
   Decrease of $ 2,172 .

2. All parties remain bound to the existing terms and conditions of the Sub-Grant Agreement.

3. The attached exhibit sets forth the positions authorized and financed during the modification period from October 1, 1978 to December 31, 1978 .

4. This modification is effective on the Date of Modification set forth above.

Legal Aid Society of Sacramento County, Inc.
(Legal Name of Subgrantee)

Donald A. Griesmann
(Signature of Authorized Officer)

Donald A. Griesmann, Executive Director
(Typed Name and Title of Authorized Officer)

Yolo County Manpower Administration
(Prime Sponsor)

Arthur H. Edmonds

ARTHUR H. EDMONDS, Chairman
BOARD OF SUPERVISORS

ATTEST:

LAURENCE P. HENIGAN, COUNTY CLERK
EX OFFICIO CLERK OF THE
BOARD OF SUPERVISORS

BY Barbara Rodgers
DEPUTY

YOLO COUNTY MANPOWER ADMINISTRATION
SUBGRANT APPLICATION
SUBGRANTEE SIGNATURE SHEET
CETA TITLE II AGREEMENT

AGREEMENT NO. 78-329

MODIFICATION OF SUB-GRANT

FILED
NOV 28 1978
LAURENCE P. HENIGAN, Clerk
By DEBRA E. CONLEY Deputy

Subgrantee Name

Legal Aid Society of Sacramento County, Inc.

Address

1235 H Street

City

Sacramento, CA 95814

Phone

444-6760

Program Director

Date of Modification

October 1, 1978

The Sub-Grant between the parties, Yolo County Agreement No. 78-260 is hereby modified as follows:

1. Net amount of funds affected by this modification:

   Increase of $ 2,172.

   ~~Decrease~~

2. All parties remain bound to the existing terms and conditions of the Sub-Grant Agreement.

3. The attached exhibit sets forth the positions authorized and financed during the modification period from October 1, 1978 to December 31, 1978.

4. This modification is effective on the Date of Modification set forth above.

Legal Aid Society of Sacramento County, Inc.
(Legal Name of Subgrantee)

Donald A. Griesmann
(Signature of Authorized Officer)

Donald A. Griesmann, Executive Director
(Typed Name and Title of Authorized Officer)

Yolo County Manpower Administration
(Prime Sponsor)

Arthur H. Edmonds

ARTHUR H. EDMONDS, Chairman
BOARD OF SUPERVISORS

ATTEST:

LAURENCE P. HENIGAN, COUNTY CLERK
EX OFFICIO CLERK OF THE
BOARD OF SUPERVISORS

BY Barbara Rodgers
DEPUTY

(SCAL)

POSITION LISTING

TITLE II

LEGAL AID SOCIETY OF SACRAMENTO

	Positions		Salary 10-1-78 to 12-31-78	Benefits	Total
One	Paralegal		$ 1,899	$ 140	$ 2,039
One	Legal Secretary		2,376	159	2,535
Two		Totals	$ 4,275	$ 299	$ 4,574

FILED
NOV - 7 1978
LAURENCE P. HENIGAN, Clerk
By _____ Deputy

AGREEMENT NO. 78-330

(Agreement for Collection Services for Yolo General)

THIS AGREEMENT, made and entered into this 7th day of November, 1978, by and between the County of Yolo, a political subdivision of the State of California, hereinafter referred to as COUNTY, and PAN AMERICAN MEDICAL COLLECTION SERVICE, INC., a California Corporation, hereinafter referred to as SERVICE.

W I T N E S S E T H:

RECITALS:

1. The Yolo General Hospital requires the services of a collection agency to collect accounts outstanding; and

2. SERVICE is an established collection agency operating within the County of Yolo and is willing to aid COUNTY in the collection of outstanding Yolo General Hospital accounts.

AGREEMENTS:

1. In consideration of the covenants of COUNTY herein, SERVICE agrees as follows:

A. To accept any assignment of Yolo General Hospital Accounts given to it for collection and to expend its best efforts to recover thereon.

B. To accept as assignments a copy of the billings as used by the Yolo General Hospital.

C. To remit to the Yolo General Hospital 60% of the principal amount of monies recovered on all accounts assigned where legal action is not necessary or forwarding to another office.

D. To remit to the Yolo General Hospital 50% of the principal amount of monies recovered on all other accounts except:

E. To remit to the Yolo General Hospital 70% of the principal amount of monies recovered on accounts assigned within 90 days of service.

F. To ~~send~~ provide one pre-collection letter to the patient with no cost

to the COUNTY.

G. To render statements to the Yolo General Hospital as of the 25th day of each month showing the name of debtor and the amount recovered together with a total recovery.

H. To review all assigned accounts at six month intervals and to return the accounts to Yolo General Hosital only when it has been determined form an inventigation that the account is uncollectable.

I. To furnish in accordance with the provisions of Government Code 26221 and as a prerequisite to any assignment under this agreement, and to maintain during the term of this agreement a bond in the sum of not less than $10,000.00 payable to COUNTY and executed by a corporate surety licensed to do business in the State for the faithful performance of the terms and conditions of this agreement.

J. To permit the auditor of COUNTY, upon order of the Board of Supervisors of COUNTY, to make periodic audits of the accounts and books of SERVICE.

K. To furnish Yolo General Hospital with a status report of all assigned accounts on June 30, and December 31, of each year, or more often, if mutually agreed.

2. In consideration of the covenants of SERVICE, COUNTY agrees as follows:

A. To assign to SERVICE those Yolo General Hospital accounts that the hospital Administrator, or his designee, in their discretion deem necessary.

B. To authorize the Hospital Administrator or his designee to agree to compromise the assigned accounts by SERVICE.

C. Not to make any redetermination of debtor's eligibility for assintance or ability to pay that affects the account.

3. The parties hereto further agree as follows:

A. The term of this agreement shall commence on the 7th day of November, 1978, and may be revoked by either party upon thirty (30)

days written notice to the other, and any accounts assigned to SERVICE for collection shall remain with SERVICE under the terms herein above set forth.

IN WITNESS THEREOF, the parties hereto have set their hands and seals the day and year first written above.

COUNTY OF YOLO, A political subdivision of the State of California

BY _____
Chairman of the Board of Supervisors

ATTEST:
Laurence P. Henigan, Clerk

By _____ Deputy

_____
Jack Nabha, President

PAN AMERICAN MEDICAL COLLECTION SERVICE, INC.

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By _____
DEPUTY COUNTY COUNSEL

FILED

NOV - 7 1978

LAURENCE P. HENIGAN, Clerk

By [illegible] Deputy

AGREEMENT NO. 78-331

(Agreement for Collection Services for Yolo General)

THIS AGREEMENT, made and entered into this 7th day of November, 1978, by and between the County of Yolo, a political subdivision of the State of California, hereinafter referred to as COUNTY, and Sarah W. Thomas, dba DOCTORS AND MERCHANTS COLLECTION SERVICE, hereinafter referred to as SERVICE.

W I T N E S S E T H:

RECITALS:

1. The Yolo General Hospital requires the services of a collection agency to collect accounts outstanding; and

2. SERVICE is an established collection agency operating within the County of Yolo and is willing to aid COUNTY in the collection of outstanding Yolo General accounts.

AGREEMENTS:

1. In consideration of the covenants of COUNTY herein, SERVICE agrees as follows:

A. To accept any assignment of Yolo General Hospital accounts given to it for collection and to expend its best efforts to recover thereon.

B. To accept as assignments a copy of the billings as used by the Yolo General Hospital.

C. To remit to the Yolo General Hospital 60% of the principal amount of monies recovered on all accounts including those requiring legal action except:

D. To remit to the Yolo General Hospital 50% of the principal amount of monies recovered on those accounts requiring forwarding to another office.

E. To remit to the Yolo General Hospital 75% on the principal amount of monies recovered on accounts assigned before they become 90 days past due.

F. To render statements to the Yolo General Hospital as of the 25th day of each month showing the name of debtor and the amount recovered together with a total recovery.

G. To review all assigned accounts at six month intervals and to return the accounts to Yolo General Hospital only when it has been determined from an investigation that the account is uncollectable.

H. To furnish in accordance with the provisions of Government Code 26221 and as a prerequisite to any assignment under this agreement, and to maintain during the term of this agreement a bond in the sum of not less than $10,000.00 payable to COUNTY and executed by a corporate surety licensed to do business in the State for the faithful performance of the terms and conditions of this agreement.

I. to permit the auditor of COUNTY, upon order of the Board of Supervisors of COUNTY, to make periodic audits of the accounts and books of SERVICE.

J. To furnish Yolo General Hospital with a status report of all assigned accounts on June 30, and December 31, of each year, or more often, if mutually agreed.

2. In consideration of the covenants of SERVICE, COUNTY agrees as follows:

A. To assign to SERVICE those Yolo General Hospital accounts that the Hospital Administrator, or his designee, in their discretion deem necessary.

B. To authorize the Hospital Aministrator, or his designee to agree to compromise the assigned accounts by SERVICE.

C. Not to make any redetermination of the debtor's eligibility for assistance or ability to pay that affects the account.

3. The parties hereto further agree as follows:

A. The term of this agreement shall commence on the 7th day of November, 1978, and may be revoked by either party upon thirty(30) days written notice to the other, and any accounts assigned to

SERVICE for collection shall remain with SERVICE under the terms herein above set forth.

IN WITNESS THEREOF, the parties hereto have set their hands and seals the day and year first written above.

COUNTY OF YOLO, a political subdivision of the State of California

ATTEST:
Laurence P. Henigan, Clerk

By _____ Deputy

BY _____
Chairman of the Board of Supervisors

_____ Manager
SARAH W. THOMAS dba
DOCTORS AND MERCHANTS COLLECTION SERVICE.

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By _____
DEPUTY COUNTY COUNSEL

FILED
NOV - 7 1978
LAURENCE P. HENIGAN, Clerk
By Peter E. Lucas Deputy

AGREEMENT NO. 78-332
(Physician's Assistant Services)

THIS AGREEMENT, made and entered into this first day of November, 1978, by and between Gilbert Silva, hereinafter referred to as PROVIDER, and County of Yolo, a Political Subdivision of the State of California, hereinafter referred to as COUNTY.

W I T N E S S E T H:

RECITALS:

1. COUNTY is obligated to furnish necessary medical care and treatment to persons in the custody of the Sheriff, and for inmates of the County Jail, together hereinafter referred to as INMATES.
2. COUNTY is further obligated to furnish necessary medical care and treatment to persons in the custody of Juvenile Hall, hereinafter referred to as CHARGES.
3. COUNTY operates through its Health Department a program to comply with the above recited obligation, hereinafter referred to as PROGRAM.
4. PROGRAM requires the providing of various medical services performable by a PHYSICIAN'S ASSISTANT to INMATES and CHARGES.
   COUNTY does not possess the requisite available expertise to commit to the PROGRAM.
5. THEREFORE, COUNTY desires to enter into an agreement for the rendering of the above recited medical services through an independent contractor, PHYSICIAN'S ASSISTANT.
6. PROVIDER is a licensed PHYSICIAN'S ASSISTANT possessing the requisite expertise to perform recited services.

AGREEMENTS: COUNTY, in consideration of PROVIDER'S promises contained in here-

inafter recited agreements, and PROVIDER, in consideration of COUNTY'S promises contained in hereinafter recited agreements, agree:

1. PROVIDER'S SERVICE OBLIGATIONS:

a. Takes detailed health histories;

b. Does complete physical appraisals using the basic skills of palpation, percussion, and auscultation;

c. Orders necessary laboratory tests;

d. Takes appropriate smears and cultures;

e. Draws blood for test purposes;

f. Gives immunizations;

g. Diagnoses and treats common and/or relatively stable illnesses;

h. Initiates prescriptions;

i. Conducts growth and development testing;

j. Gives health instructions to patients and families;

k. Counsels patients and families regarding total health needs;

l. Refers patients to physician when appropriate;

m. Maintains patient records;

n. Performs other related tasks as mutually agreed upon by provider and COUNTY'S representatives.

o. Performs above recited services in COUNTY'S Jails and Juvenil Hall;

p. Provides scheduling and medical supervision of assigned Licensed Vocational Nurses;

q. Provides, during periods of planned absence, suitable replacement approved by PROGRAM'S Physician and PROGRAM'S Administrator;

r. Performs recited services in accordance with herein described standardized procedures and diagnosis and treatment protocols.

2. COUNTY'S SERVICE OBLIGATIONS:

a. Provide to COUNTY'S Jails and Juvenile Hall duly licensed Physicians to provide medical services & supervision and to be responsible for the quality of PROGRAM'S medical care.

b. Provide for Jail's usage certain items of equipment specified in the attached equipment list (Exhibit "A") and incorporated herein by reference thereto.

c. Designate hereinafter representatives for the purposes of performing the herein described functions.

d. Administer PROGRAM.

3. COUNTY'S DESIGNATED REPRESENTATIVES:

a. COUNTY'S designated representative for PROGRAM administration is the Director of Public Health.

b. COUNTY'S designated representatives for day to day operations are the Physicians.

c. COUNTY'S designated representative for contract administration is PROGRAM'S Administrative Services Officer I.

4. STANDARDIZED PROCEDURES: PROGRAM will provide intial standarized procedures, attached hereto as Exhibit "B", and incorporated herein by reference hereto, governing the working relationship of PROGRAM'S Physicians, Physician's Assistant, and Licensed Vocational Nurses. These standardized procedures will be reviewed and modified from time to time by COUNTY'S herein designated representative after consultation with PROGRAM'S Physicians. If modified this agreement need not be amended for the modified procedure to be fully binding.

/ / / /

5. DIAGNOSIS AND TREATMENT PROTOCOLS: PROGRAM will provide initial diagnosis and treatment protocols, attached hereto as Exhibit "C" and incorporated herein by reference thereto, governing the diagnosis and treatment of generally encountered primary care situations, subject to PROGRAM'S Physicians' review and approval or modification. If modified this agreement need not be amended for the modified protocols to be fully binding unless otherwise modified through operation of any other provision of this agreement.

6. HOURS OF OPERATION: Services hereunder are to be rendered Monday through Friday, 9:30 a.m. through 5:30 p.m.

7. PAYMENT: COUNTY Shall pay PROVIDER for services rendered hereunder the sum of TWENTY-ONE HUNDRED AND TWENTY-FIVE DOLLARS ($2125) per month as compensation for services rendered. Said payment shall be made by COUNTY to Provider upon PROVIDERS submission of a monthly claim to PROGRAM'S designated representative for contract administration. Said claim shall be countersigned and approved by the Director of Public Health of the COUNTY.

8. RELATIONSHIP OF PARTIES:

   a. It is specifically understood and agreed that PROVIDER is an independent contractor and is not subject to the direction and control of COUNTY except as to final result. PROVIDER shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, applicable withhold and Social Security. PROVIDER agrees to indemnify and hold the COUNTY harmless from any liability which it may incur to the Federal or State Governments as a consequence of this contract.

9. LIABILITY:

   a. PROVIDER agrees to defend, indemnify and hold COUNTY harmless from any

and all malpractice claims, liability or loss arising from PROVIDER'S performance under this agreement.

b. PROVIDER shall purchase and maintain, for the duration of this agreement, malpractice insurance sufficient to cover services provided.

10. AMENDMENTS: The body of this agreement, together with exhibits attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total agreement. No addition to, or alteration of, the terms of this agreement, whether by written or verbal understanding of the parties, their officers, agents or employees shall be valid unless made in the form of a written amendment to this agreement which is formally approved and executed by the parties executing this agreement or their successors in office. It is specifically understood that COUNTY makes hereby no promises of employment to PROVIDER should an ordinance position be established and these duties allocated to it.

11. NOTICE: Any notice to be given parties to this agreement may be giver personally or by depositing the same in the United States mail, postage prepaid, and addressed to PROVIDER or the Director of Public Health as applicable, at the last known mailing address of either.

12. TERM: The term of this agreement shall commence November 1, 1978, and shall terminate on June 30, 1979, unless terminated sooner by either party on thirty (30) days written notice to the other of such intent.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year hereinabove setforth.

COUNTY OF YOLO, a political subdivision of the State of California

CHAIRMAN OF THE BOARD OF SUPERVISORS

ATTEST:

LAURENCE P. HENIGAN, CLERK

BY _____
DEPUTY

_____
PHYSICIAN'S ASSISTANT

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By _____
DEPUTY COUNTY COUNSEL

EXHIBIT "A"

Table C

Medical Equipment

Main and Branch Jails

QUANTITY	ITEM	COST
2	Small refrigerators for storing liquid medications.	$439
2	Welch Allyn Opthalmoscopes and Otoscopes for ear and eye exams.	$396
2	Sphygmomanometers for checking blood pressure.	$174
2	Stethoscopes.	$ 65
2	Tuning forks #512 for neurological examinations.	$ 20
2	Tuning forks #1024 for neurological examinations.	$ 20
		$1,114

EXHIBIT "B"

STANDARDIZED PROCEDURES REGARDING HEALTH DEPARTMENT PROVIDER RELATIONSHIPS

Delineation of services and responsibilities of physician, PA, LVN's, Health Department Director.

Services & Responsibilities	Physician	P.A.	H.D. Director	LVN's
1. Program Administration	Consultative	Operations	Primary	---
2. Standardized Procedures	Consultative	Consultative	Primary	---
3. Diagnosis & Treatment Protocols Content	Primary	Consultative	Consultative & Program	---
4. Records	Final	Primary	Program	---
5. Diagnosis	Final	Preliminary	---	---
6. Prescriptions	Signs all	Recommends	---	---
7. Individual Patient Treatment Plans	Reviews on selected basis	Formulates plans	---	---
8. Examinations	Emergency & Secondary	Primary	---	---
9. Supervision of LVN's	---	Full	---	---
10. Direct Medical Care	Emergency & Secondary	Primary	---	Scheduled Administration of medications
11. Quality of Care	Primary	Secondary	Program	---
12. Medications (a)	Prescribes	Responsible for administration	---	Administration of medications
Security (b)	Consultative	Primary	Program	---
13. FNP Supervision	Medical	---	Primary	---

LVN Community Practice Group

Director

Physician

Physician's Assistant

EXHIBIT "C"

Yolo County Health Department

MANUAL OF POLICIES & PROCEDURES

MEDICAL CARE FOR
COUNTY PRISONERS

IV. DIAGNOSIS AND TREATMENT PROTOCOLS

A. EMERGENCY MEDICAL CARE

1. Identifying an Emergency

The deputies at the detention facilities must exercise reasonable judgment in evaluating what kinds of medical conditions are emergencies. Prisoners with serious or life-threatening conditions must receive immediate medical care. Examples of such conditions include:

a. Profuse bleeding.

b. Major injuries or burns.

c. Difficulty in breathing.

d. Cyanosis (blue color).

e. Loss of consciousness.

f. Acute abdominal or chest pain.

g. Violent uncontrollable behavior.

. Minor physical complaints and chronic conditions without acute change are not emergencies.

. When a deputy is uncertain as to whether a prisoner's complaint is an emergency, the deputy may obtain advice by telephone from the staff physician on call.

2. Emergencies During Normal Working Hours

During normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays), for prisoners requiring urgent emergency medical care a brief attempt should be made to contact the FNP/PA. If not immediately available, prisoner should be taken to Yolo General Hospital for evaluation and treatment by a staff physician.

3. After-Hour Emergencies

At times other than normal working hours, for prisoners requiring emergency medical care an attempt should made to contact the jail physician. If he is not immediately available and/or urgent measures are required, prisoner is to be taken to Yolo General Hospital in accordance with interagency agreement.

B. CONTINUATION OF ESSENTIAL MEDICATIONS

Many illnesses can be adversely affected by abruptly discontinuing medications. However, because there is such a large number of specific drugs that may be prescribed, certain classes of drugs should be continued by the nurse until a physician can be contacted.

The following information should be obtained from the admittee:

1. Drug name, dosage, frequency.
2. Name of physician who prescribed the drug and the last time the physician was seen.
3. The frequency with which the medication was actually taken in the last week.

Confirmation of the information should be attempted by:

1. Seeing the prescribed or the bottle of medication, or
2. Communication with the prescribing physician or his office.

The following classes of medication may be continued by the nurse if the patient has been taking it regularly during the preceding week. (Note date ordered)

Antiarthritis
Antiasthmatics
Antibiotics
Anti-cancer
Anticonvulsants
Antidiabetics
Anti-glaucomatous
Bronchial dilators
Cardiovascular preparations:
- Antianginal
- Antiarrhythmics
- Digitalis
- Hypotensives
- Diuretics
- Contraceptives, oral
- Hormonal preparations, steroids

These drug classes may be continued on the testimony of the admittee without confirmation until the admittee can be seen by the physician, unless the nurse questions credibility of information given by inmate.

Because of the abuse potential of the antipsychotic drugs, physician confirmation or prescription must be available to continue those medications.

C. DISCONTINUANCE OF MEDICATIONS

STOP ORDER POLICY

The following drugs are to be discontinued from date of order as specified below unless renewed by the doctor.

1.	Analgesics	10 days
2.	Narcotics	5 days
3.	Antibiotics	10 days
4.	Anticoagulants	7 days
5.	Antiemetics	3 days
6.	Sedatives and Hypnotics	3-5 days
7.	Dermatologicals	14 days
8.	Psychotherapeutics	7 days
9.	Antianemia Drugs	30 days
10.	Cardiovascular	30 days

D. OVER THE COUNTER DRUGS

Many minor problems can be symptomically improved with the use of non-prescription drugs. The following drugs may be ordered by the nurse or physician and given by LVN.

* Aspirin 650 mg. q.i.d. prn pain or Trianalgesic 750 mg ++ q.i.d.
* Neosporin or Bacitracin Ointment prn minor wound

* Coricidin Cold Tablets I q.i.d. prn cold or Coricidin D or Duadacin for more severe symptons

Desenex Crema or powder b.i.d. prn hot or irritated feet

* Maalox liquid 15 to 30 cc prn indigestion
* Mylanta tablets prn indigestion
* Neo-synephrine intranasal q.i.d. nasal congestion.
Solarcaine spray prn minor burns

* Tylenol 650 mg. q.i.d. prn pain or fever

Medications that are starred (*) should not be given for more than 5 days without consulting a physician.

Milk of Magnesic 1 oz. stat constipation
Caroid Bile Salt II tabs stat constipation

Dulcolax tab ++ prn constipation when all else has failed

Administration of all over the counter medicines must be recorded in the log book with inmates name, date, time, medicine given and name of person giving medicine.

E. TREATMENT PROTOCOLS - Specific Conditions

1. Wound Care.....9-a

2. Acute Anxiety.....9-b

3. Herpes Simplex.....9-c

4. Heroin Withdrawal.....9-d

5. Athlete's Foot.....9-e

6. Alcoholic Withdrawal.....9-f

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14. Care of Ear Infections, Pharyngitis, Sinusitis & Upper Respiratory Infections.....9-n

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16. Convulsive Disorders (Epilepsy).....9-p

17. Anaphylactic Reactions.....9-q

E. TREATMENT PROTOCOLS

1. Wound Care

Definitions: A break in the skin

Mangement:

Treatment:

All wounds should be washed with an antisepic soap, green soap or phisohex, and thoroughly rinsed with water. Wounds large enough to require suturing should be covered with a sterile dressing and then sent to Yolo General Hospital Emergency Room. Bacitracin or Neoosprin oinment may be applied to minor wounds and then covered with a sterile dressing. All wounds should be checked 24 hours after treatment for signs of local infections (redness, swelling, heat). Wounds should be washed and have dressing changed daily until healing is well along.

The nurse should give an adult Diptheria-Tetanus booster in all wound cases where there has not been a booster in the last 5 years.

2. Acute Anxiety

Definition : Anxiety is a feeling of apprehension, uncertainty and fear.

Management:

Signs and Symptoms:

Maybe only the patient's subjective feelings but may also include tachycardia, restless movements, tremor, diaphoresis, and increased blood pressure.

Treatment:

Serax 15mg., 30mg. po 3-4x daily or Sinequan 50mg. H.S. To be used on a one time, non repeatable basis where there is significant anxiety, especially where an isolated identifiable temporary situational factor is predisposing. Attempts to verbally caln the patient should always be tried before medication is given. The nurse must also evaluate whether or not referral to the Yolo County Mental Health Services may be more appropriate.

3. Herpes Simplex

Definition: An acute virus disease marked by groups of watery blisters on borders of the lips or nose.

Management:

Signs and Symptoms

Recurrent small, grouped vesicles on an erythematous base, especially around mouth and nose. Burning and stinging are often present. Lymph nodes may be swollen and tender. May follow minor infections, trauma, stress, or sun burn.

Treatment

Cleanliness is of utmost importance. A registered nurse may initiate treatment with either #1 or #2 of the listed medication (below) when there is no evidence of infection. Crusting with possible bacterial infection -- then use #3.

1. Campho-phenique, apply topically, as needed, or

2. Vitamin A and D Ointment, apply topically, as needed

If crusting is present or any evidence of infection then use:

3. Bacitracin Ointment, apply topically, as needed.

NOTE: Differential diagnosis needs to be made for herpes zoster and impetigo. Healing takes 1-2 weeks. Recurrences are common. Topical corticosteroids are contraindicated.

4. Heroin Withdrawal

Definition: Symptoms produced by the absence of heroin in a person psychologically and physically dependent on the drug.

Management:

Signs and Symptoms

Mild: yawning, lacrimation, perspiration

Moderate: tremors, loss of appetite, insomnia

Severe: diarrhea, vomiting, muscle pain and cramps

Typically the onset of symptoms occurs 8 to 12 hours after the last dose reaching maximum intensity between 36 and 72 hours then gradually diminishing over 5 to 10 days. Weakness, insomnia, nervousness, and muscle aches and pains may persist for several weeks. In severe cases death may result. A history of heroin use and signs of needle tracts should be sought.

Treatment:

The nurse may give the following medications based on her evaluation of the severity of the symptoms:

SERAX - 15 to 30 mg. p.o. prn (nervousness, tremors, or muscle cramps) for nervousness for 1 week t.i.d. x 1 for 1 week, then b.i.d. x 1 week then d.c.
SINEQUAN 50-100 mg. ± H.S. insomnia x 2 weeks
DONNATAL TABLETS - 1 p.o. q.i.d. x 4 days prn abdominal cramping or diarrhea
or
COMBID SPANS - ± b.i.d. x 4 days
SINEQUAN 25-50 mg. ± q.i.d. x 1 week general nervousness (short term treatment.

If the patients condition worsens during treatment, physician evaluation should be sought as soon as possible.

5. Athlete's Foot, Dermatophytosis

Definition: A chronic superficial fungus infection of the skin of the foot or palms. Characterized by itching and burning of interdigital webs of foot, on palms, and soles.

Management:

Signs and Symptoms

Presenting symptom is usually itching, but burning, stinging, and other sensations, or frank pain from a secondary infection may be present. Often there is fissuring of toe webs, along with maceration and scaling of skin on soles. It may spread to palms. Deep vesicles may be present in acute stage.

Cause

Most infections are caused by Trichophyton and Epidermophyton.

Treatment

A registered nurse may initiate this treatment. All patients are to be seen at next available sick call so that treatment can be continued.

1. Keep shoes and feet dry -- use Desenex powder as often as necessary.

2. If lesions are dry, apply Tinactin Cream or Desenex Ointment at night. Wash ointment off in morning and use powder during the day.

Patient is to be seen by physician before giving the following treatment:

1. For weeping lesions, soak in Potassium Permangomanate 1:10,000 (KMNO 4, "Pink Solution") -- one 0.3 gm. (5 gr.) tablet to 3 liters of water, or 0.1 gm. (1½ gr.) tablet to 1 liter of water. Soak for half hour (½) every 4 to 12 hours as necessary.

2. For crusted lesions, soak in Burow's Solution of 50 ml (1 2/3 oz.) to 1 liter of water. Soak for half hour (½) every 4-12 hours as necessary.

3. For infected lesions, soak in warm water with liquid soap containing Hexachlorophene.

6. Alcoholic Withdrawal

Definition: The psychologic and physical manifestations that occur upon cessation of alcohol ingestion.

Management:

Signs and Symptoms:

A variety in a progressive spectrum - anorexia, insomnia, autonomic hyperactivity (fever, sweating, increased blood pressure), psychomotor agitation, hallucinations, disorientation, delusions and grand mal seizures. When the entire spectrum is evident a bona fide diagnosis of delirium tremens can be made, which untreated has a 10% to 20% mortality rate. Also helpful in making diagnosis is a history of excessive drinking and alcohol odor on breath. Withdrawl symptoms usually begin within the first 96 hours after the last drink.

Treatment:

Proper treatment can usually reverse the syndrome within 5 to 24 hours. Signs of adequate control include reduction in agitation and a decrease in pulse, blood pressure and temperature.

The nurse should give the following:

In moderately severe cases:

1. Serax 15-30 mg. q.i.d.
2. Thiamine 25 mg. p.o. or i.m. b.i.d. x 7 days.
3. Multivitamin p.o. q.d.

In mild to moderate cases:

1. Librax ± b.i.d.

If patient fails to stabilize and then improve fairly rapidly, he needs physician evaluation as soon as possible. A patient may need to take Dilantin if he has a seizure history with alcohol withdrawls.

7. Gingivitis & Aphthous Ulcer

Definition:

Gingivitis - An acute inflammation of the gums.

Stomatitis - (Canker Sore)-A shallow mucosal ulcer with flat, fairly even borders surrounded by erythema.

Management:

Signs and Symptoms

Gingivitis- Pain in gum area, bleeding of gums, fever, lymphadenopathy. Cause unknown. Probably not communicable. Often a symptom of other factors such as poor oral hygiene, inadequate diet, alcoholism, and other diseases such as infectious mononucleosis, nonspecific viral infections, bacterial infections, and diabetes mellitus.

Stomatitis-(Canker Sore)-Pain in local mucosal ulcer area, ulcer is usually surrounded by erythema. One or more ulcers may be present; generally reoccur. Cause is unknown. May be associated with inflammatory bowel disease, nuts, chocolates, and citrus fruits may cause flare-ups.

Treatment

When the above symptom(s) are present a registered nurse may initiate treatment but if symptoms persist or worsen, the underlying causes need to be evaluated by a physician.

Gingivitis

1. Stress need for good oral hygiene with tooth brushing, dental flossing or use of stimudents.

2. 3% (10 volume) Hydrogen Peroxide in an equal volume of water for a mouthwash, as often as necessary (½ water and ½ peroxide). OR

3. Sodium Perborate Powder, 1 teaspoon in a glass of water as a mouthwash, as often as necessary.

Stomatitis (Canker Sore)

1. 3% (10 volume) Hydrogen Peroxide, apply topically, as often as necessary.

Note: Healing usually occurs in 1-3 weeks

2. If #1 is not effective, try 1% or 2% Gentian Violet, topically applied daily, for a maximum of 6 times.

8. Care of the Eye

Definition:

Conjunctivitis is an inflammation of the conjuctiva, resulting from an allergy, a bacterial, viral or rickettsial infection or physical or chemical trauma.

Injuries-types of eye injuries are acid or alkali burns, actinic keratitis (excessive sunlight), contusions and hematoma, corneal laceration or abrasion, and foreign bodies.

Management:

Signs and Symptoms

Conjunctivitis

Bacterial-may have no pain or blurring of vision, redness may be present; discharge of abundant purulence indicates infection caused by pneumococcus or gonococcus.

Viral-usually associated with pharyngitis, fever, malaise, redness, copious watery discharge and scanty exudate.

Allergic-bilateral tearing, itching, redness, and minimal discharge.

Acute conjunctivitis can easily be confused with acute Iritis and acute glaucoma, all of which present with red eye and discharge.

	Acute Conjunctivitis	Acute Iritis	Acute Glaucoma
Symptoms	Irritation-mild foreign body sensation	Eye ache with light sensitivity	Pain & blurred vision, sometimes nausea & vomiting
Vision	Normal	Normal to hazy	Markedly impaired
Signs	Diffuse injection both palpebral & bulbar conjunctiva	Circumcorneal injection with tearing	Diffuse injection bulbar conjunctiva, steamy cornea with tearing
Pupil	Normal	Constricted	Dilated
Prognosis	Rapid response to antibiotics when bacterial cause	Slow response to steroids & mydriatics	Needs immediate medical and possibly surgical therapy

Injuries

Acid or Alkali Burns - may be caused by hair spray.

Actinic Keratitis - (ultraviolet keratitis) Usually 12 hours after exposure patient complains of agonizing pain and severe photophobia.

Contusions and Hematoma - subconjunctival hemorrhage, ecchymosis ("black eye"), hemorrhage into anterior chamber, and other severe symptoms. Injury may not be apparent for days or weeks.

Corneal Laceration - severe pain, especially with movement of lid over the cornea.

Foreign Bodies - usually pain; less pain on blinking when the eye is turned away from foreign body.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If there is any doubt about the symptoms and the condition, do not start medications, and check with physician. If symptoms persist for more than 3 days with treatment or worsen, patient should be seen by a physician immediately.

Acid or alkali burns and/or foreign bodies - Irrigate eye with normal saline solution, if available, or tap water for at least 20 minutes for burns.

It is easy to overlook a closed eye during irrigation. The eyelid should be held open. The progress of the procedure can be monitored with PH paper. If alkali burn, must remain normal for at least 7 minutes after stopping irrigation. All burns need to be sent to the emergency room as soon as possible. Cover eye with patch.

Mild Irritation without discharge - Patient should be advised to wash hands carefully before and after touching eye.

Visine, 3 or 4 drops into eyes, q.i.d., prn.

NOTE: Immediate physician evaluation is needed if there is marked pain in the eye or history of glaucoma.

Minor infection with non-purulent discharge, redness, and itching - if the above treatment is ineffective then start: Sodium Sulfacetamide (Sulamyd) Ophthalmic Solution 10% or ointment, 1-2 drops into eyes, every 4 hours. or

Neosporin Ophthalmic suspension, 3-4 drops into eyes, q.i.d., as necessary.

9. Pain or Headache

Definition:

Headache is a diffuse pain in different portions of the head and not confined to any nerve distribution area -- may be frontal, temporal, or occipital.

Pain is a protective mechanism of the body; an unpleasant reaction to massive stimulation of the sensory nerves -- a symptom of derangement of function, disease or injury of a part.

Management:

Signs and Symptoms

Headache - "Tension headache" is usually dull, drawing, pressing, burning or vague pain in occipital and supraorbital areas. Band-like contractions around head associated with emotional tension. The underlying cause of the headache should be investigated.

Pain - is observed by its nature, its cause and origin, its duration, its severity of the disease or disorder as well as the region in which it occurs. Nature -- severe, sharp, piercing, dull, mild, throbbing; duration -- remittent, persistent, sudden onset, slow in development; location -- region, area, relation to an organ.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If symptoms persist, the underlying cause should be investigated. Whenever possible use Tylenol in treatment of members of the Black race. The nurse may give:

For mild pain or headache:

Aspirin Compd. or enteric coated.

Aspirin, 5 gr. (adult), one or two tablets, every 3-4 hours, as needed. Do not give aspirin to person with Sickle Cell Disease.

or

Tylenol, 325 mg., one or two tablets, every 3-4 hours, as needed.

NOTE: Patients with Sickle Cell Disease or receiving Anti-coagulant should have Tylenol -- not Aspirin.

Procedure for Care of Pain or Headache (Cont'd)

For moderate pain:

Trianalgesic gr. 7½ #1 q.i.d. Check with physician if pain persists or worsens.

10. Mild Asthmatic and/or Mild Allergic Reactions

Definition:

Asthma is characterized by reversible airway obstruction produced by the combination of mucosal edema, hypertrophy of the bronchial musculature, and excessive secretion of viscid mucous.

Allergic Reaction (mild) is a hypersensitive state caused by the antigen antibody reaction that releases histamine from body storage sites.

Management:

Signs and Symptoms

Asthma - Recurrent attacks of wheezing, dyspnea, cough, and mucoid sputum. Nasal symptoms of itching, congestion, and watery discharge may precede attacks of wheezing.

Allergic Reaction (mild) - Flushing and or pallor, urticaria, itching (especially throat), erythema (diffuse hives), sometimes abdominal cramps, nausea, and vomiting.

Allergic Reaction (more severe) - Dyspnea, hypotension, persistent cough with frothy sputum. Seek medical care and follow order for anaphylactic reaction.

Treatment

When symptoms are present a registered nurse may initiate this treatment by giving one of the medications listed. If symptoms persist or worsen patient should be seen by a physician as soon as possible, or the physician be contacted for a verbal order to continue medication.

Asthma and Bronchospasm - If mild wheezing is present, without significant shortness of breath then:

1. Encourage intake of oral fluids.
2. Give: Tedral, one tablet, q.i.d., for 24 hours.
3. If patient is unable to take oral medications, then use Aminophyllin Suppository 200mg every 4 hours, times 2.
4. If above is not effective and symptoms of dyspnea, labored breathing, and anxiety are present, notify physician.

See - Order for Care of Anaphylaxis.

Mild Allergic Reaction (for severe reaction see anaphylactic reaction)

1. If urticara and diffuse hives are present give:

   Benadryl, 50mg., q.i.d. (adult), for 48 hours.

2. If symptoms are mild with running nose and eyes give:

   Chlor-Trimeton, 4mg., one tablet, q.i.d., for 48 hours.

11. Cardiac Problems

Definition:

Angina Pectoris is a clinical syndrome characterized by paroxysms of pain or compression in the anterior chest produced as a result of insufficient coronary blood flow and myocardial hypoxia.

Myocardial Infarction is a process by which myocardial tissue is destroyed in regions of the heart that are deprived of their blood supply after closure of the coronary artery or one of its branches, either by a thrombus or by obstruction of the vessel lumen by atherosclerosis.

Congestive Heart Failure is the occurrence of circulatory congestion from decreased myocardial contractility resulting in inadequacy of cardiac output to maintain the blood flow to body organs and tissues.

Management:

Signs and Symptoms

1. Angina Pectoris - A sensation of squeezing, burning, pressing, chocking, aching, bursting, "gas", or tightness. Not localized pain. It appears quickly during exertion, and increases rapidly until patient has to stop; in 80-90% of the time the discomfort is felt behind or slightly to the left of the sternum; short duration, subsides completely in three minutes without residual discomfort if patient stops to rest; blood pressure may elevate, relieved quickly by nitroglycerin.

2. Myocardial Infarction- A steady, constrictive pain not relieved by rest or nitrites; pain may radiate widely; profuse perspiration, moist clammy skin with pallor; dyspnea, weakness, fainting; nausea and vomiting; tachycardia or bradycardia.

3. Congestive Heart Failure - Left ventricular failure--dyspnea, exertional fatigue and weakness and nocturia; orthopnea; paroxysmal nocturnal dyspnea.

   Right ventricular failure--Anorexia, bloating, or exertional right upper abdominal pains; headache; weakness; excessive sweating; edema.

Treatment

If symptoms indicate cardiac failure--give O_2 at 6-8 liters/minute and call ambulance Stat. (Paramedics if available)

The nursing assessment of patient with chest pain is essential:

How intense is the pain--dull, sharp, boring, crushing, tearing?

Where is pain located? Does it radiate?

What is the time and mode of onset?

How long does the episode last?

What factors precipitate pain (breathing, coughing, walking, anger)?

What factors alleviate pain (rest, change in position)? Keep in comfortable position.

Monitor blood pressure, pulse, respiration --record.

With a history of prior use of nitroglycerin the following may be given:

Nitroglycerin, 0.04mg, sublingally may be used -- pain relief should be prompt (½ - 3 minutes) if it is an angina pectoris problem. May be repeated twice at 5 minute intervals. If chest pain not relieved send patient to hospital STAT.

Persons who are using Nitroglycerine for angina on admission to the jail may keep up to 10 tablets with them at all times.

12. Gastric Distress

Definition:

Pressure in epigastric area, heartburn, flatus, and pain or tenderness in epigastric area if peptic ulcer is present.

Management:

Signs and Symptoms

May be mild and vague -- pressure in epigastric, and flatus in abdomen. Pain may be gnawing, burning, cramp-like, or heartburn. Nausea and vomiting may be present. Distress is often 45-60 minutes after meals or at night. Symptoms are relieved with food, milk, antacids. If after 12 hours, epigastric pain persists or increases in intensity, or abdomen becomes extremely tender with board-like rigidity -- patient should be seen by physician. Hemorrhage may be manifested by giddiness, faintness, tachycardia, or tarry stools.

Treatment

A patient presenting symptoms of epigastric pain should have blood pressure and pulse checked to rule out possible cardiac problems that have similar symptoms. A registered nurse may initiate this treatment by giving one of the medications listed. If symptoms persist or worsen, the patient should be seen by physician.

1. Mylanta, 1 or 2 tablets, or 1 or 2 tablespoon, as necessary.

2. Gelusil, or Maalox (liquid), 1 or 2 tablespoons every 2-4 hours, as necessary.

CAUTION: All patients on antacids need to be watched for diarrhea, constipation, and fecal impaction.

SPECIAL NOTE: The following drugs may aggravate peptic ulcer: Rauwolfia (Reserpine), Phenylbutazone (Butazolidin), and Salicylates (Aspirin), alcohol, caffeine.

13. Diarrhea & Constipation

Definition:

Constipation is hard, dry stools.

Diarrhea is loose and watery stools.

Management:

Signs and Symptoms

Constipation - Changes in color, consistency, and ease of expulsion--darker, harder, and difficult or painful to pass.

Cause - Inadequate fluids, low-residue diets, physical inactivity; or the following drugs, iron, belladonna, codeine, diuretics, calcium, and alumium hydroxide.

Diarrhea - Loose, watery, frequent stools, sometimes green with mucous shreds indicating a possible infection. "Tarry" color may indicate digested blood which may originate in upper G.I. tract. Bloody stools may indicate hemorrhage which may originate in rectal or anal region. Dark green stools may indicate excessive bile. Other color changes may be due to dietary excesses or effect of medications.

Treatment

A registered nurse may initiate the following treatment, following his/her evaluation of the symptoms, and/or other methods to relieve the symptoms have been unsuccessful. Cause should be evaluated if symptoms persist.

Acute Constipation - May be treated for 3 days consecutively.

1. Milk of Magnesia, 1 oz. at bedtime.

OR

2. Dioctyl Sodium Sulfuccinate, 400mg., 1 cap H.S., as needed.

OR

3. Caroid bile salt 2 Tablets daily, as necessary.

4. Dulcolax Suppository, as needed; or Dulcolax, 5mg., 1 or 2 tablets, as needed, H.S.

5. If above are not effective; Fleets, Baxter, or Travanal Enema may be used.

Chronic Constipation - should be referred to the physician.

Diarrhea - Uncomplicated diarrhea can be treated for 3 days. If vomiting accompanies diarrhea -- treat with either clear fluids or nothing by mouth if symptoms persist after 24 hours -- contact physician. If tarry stools are present, seek medical care.

1. Kaopectate, 2-4 tablespoonsful (adult), after each loose stool, as needed.

14. Care of Ear Infections, Pharyngitis, Sinusitis & Upper Respiratory Infections

Definition:

External Otitis is an infection in the ear canal usually due to bacteria, fungi, contact dermatitis, seborrheic dermatitis -- predisposing factors are swimming in contaminated water, trauma due to attempts to clean, etc.

Otitis Media is an inflammation of the middle ear, often accompanying or following upper respiratory disease.

Sinusitis is an infection of the sinuses -- may be acute or chronic.

Upper Respiratory Infection is an infection of the upper respiratory tract and may include common cold, grippe, acute bronchitis, and tracheobronchitis.

Management:

Signs and Symptoms

External Otitis - Itching and pain in the dry, scaling ear canals; there may be watery or purulent discharge present; pain is intensified with touching or moving auricle. Usually no fever nor deafness.

Suppurative Otitis Media - Pain, deafness, fever, chills, and a feeling of fullness and pressure in the ear. Usually follows URI. The tympanic membrane is red and bulging.

Serous Otitis Media - Slight pain, deafness, feeling of fullness in the ear. Tympanic membrane is gray, often retracted, an air fluid level may be seen. Often follows or accompanies URI.

Pharyngitis - Inflammation may be diffuse or localized; throat is dry and sore; fever, malaise; red and slightly swollen mucosa. If tonsillar pillars are involved there will be pus or exudate present -- also chills, fever, headache, anorexia. If larynx is involved there will be hoarseness present.

Sinusitis - Acute infection resemble those of acute rhinitis but are more severe; headache, facial pain, tenderness and swelling with nasal obstruction. Chronic infection may have no symptoms except non-productive cough.

Upper Respiratory Infection - Malaise, "feverishness" with usually little or no fever, headache and myalgia. Nasal discomfort (burning, fullness, itching) with watery discharge. Secondary infections may follow.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If there is evidence of an acute infection, elicite history of allergies to antibiotics and contact physician before starting antibiotics.

For External Otitis use:

Cortisporin Otic Drops, 4 drops into ear canals, q.i.d., as needed. and

Tylenol, enteric coated aspirin 5 gr., or APC (plain), 1 or 2 tablets every 4 hours, as needed for pain.

For suspect Serous Otitis Media, Pharyngitis, URI, Sinusitis use:

Actifed, 1 tablet q.i.d., prn congestion or

Triaminic expectorant two tablespoons q.i.d., prn congestion and cough. and

Tylenol, enteric coated aspirin 5 gr., or APC (plain), 1 or 2 tablets every 4 hours as needed for pain or fever.

If symptoms increase and the above are not effective, contact physician.

A throat culture should be done for most cases of pharyngitis, especially if fever, exudate, or tender cervical nodes are present.

15. Psychotic Episode Mental Agitation, Severe Nervousness, Depression

Definition:

Psychotic episode is a serious disturbance of behavior, affect or thought which makes the patient unable to cope with his life situation and interpersonal relationships.

Management:

Signs and Symptoms

A. Overactive

1. Disturbed, uncooperative, paranoid behavior.

2. Anxiety and panic-like state, tachycardia, fainting or passing out, hyperventilation, pacing, etc.

3. Assaultive and destructive.

4. Noisy. (verbally)

B. Underactive

1. Depression.

2. Fearfulness.

3. Slowing of responses.

4. Sad facial expression.

5. Suicidal potential.

Treatment

A. Overactive and Underactive

1. Determine (from family, jail staff, ambulance driver, etc.) if patient has had past mental illness, hospitalizations, injuries or serious illnesses, uses alcohol or drugs or has experienced crises in interpersonal relationships or intrapsychic conflicts.

2. Be interested and listen to patient -- encourage him/her to tell you their thoughts and feelings. Be calm, firm, and confident.

3. Suspect and evaluate suicide in every underactive person.

4. If behavior does not moderate with above, consult physician or Yolo County Mental Health Services.

B. Medication Administration

1. Overactive

May be treated as acute axiety (see Standarized Procedure) after evaluation and if appropriate.

2. Underactive

Should advise jail staff and other nursing staff to closely observe and may treat depression after evaluation, if appropriate. with Elavil 25-50mg t.i.d. prn x 3 days if Mental Health evaluation is pending.

16. Convulsive Disorders (Epilepsy)

DEFINITION:

EPILEPSY is a convulsive disorder characterized by abrupt transient symptoms of a motor, psychic, sensory, or autonomic nature., maybe associated with changes in consciousness -- probably are secondary to sudden transient alternations in brain functions associated with excessive rapid electric discharges. Onset of is before age 30 years, later onset suggests organic disease. Emotional disturbances play a significant "trigger role, and some seizures tend to occur during sleep.

MANAGEMENT:

SIGNS AND SYMPTOMS

1. GRAND MAL -- major epilepsy - An aura particular to the individual may precede the loss of consciousness, patient gen erally falls and cries out; skeltal muscles go into strong tonic contractions; dyspnea and cyanosis maybe present; severe generalized clonic convulsive movements begin seconds later; frothing at the mouth, loss of bladder and bowel control, and tongue biting may occur; flaccid coma follows; pupils dilate; maybe confused and disoriented when first awakens.

2. Petit Mal -- (minor epilepsy) - May include myoclonic jerks, akinetic seizures, and brief blank spells with a vacant expression, cessation of motor activity, and loss of muscle tone.

3. JACKSON EPILEPSY -- Seizure maybe motor, sensory, or autonomic in type which generally starts in a limb or in the face and spreads in a more or less orderly fashion to joining areas. Loss of consciousness may occur when seizure becomes generalized.

4. STATUS EPILEPSY -- Recurrent seizures without return of a good degree of consciousness between seizures.

TREATMENT:

If patient is known to have a convulsive disease and has the medication with him, it should be continued as prescribed. Have patient seen by physician at next sick call. If patient does not have medication with him but is known to have a convulsive disorder, check with his private physician for verification of medication and dosage or check with jail physician as to medications to be given if necessary. An inmate's word can be taken as to name and dosage of seizure medications to be taken, if within normal dosage range, until patient can be seen by the jail physician. Never withdraw anticonvulsive medications suddenly.

GRAND MAL:-- A padded tongue blade to prevent tongue biting if it can be introduced without being forced. DO NOT Forcibly restrain. Request officers not to move an inmate when seizuring (unless safety is a factor) Prevent self inflicting injury. Immediately after the convulsion, turn person on side to prevent aspiration and clear airway.

DILANTIN 100mg. $\bar{c}$ Pb$\frac{1}{2}$ $\bar{t}$ cap. 3-4 times daily.

DILANTIN 100 mg. $\bar{t}$ cap. 3-4 times daily

MYSOLINE 250 mg. (only as prescribed)

STATUS EPILETTICUS

1. Follow same procedure for grand mal seizures.
2. Monitor vitals signs.
3. Transport to the Emergency room immediately.

17. Anaphylactic Reactions

Usually occur after administration of drugs or other agents to which the patient has become sensitized. The reaction usually follows within seconds to minutes after exposure and may consist of light-headedness or syncope, flushing to pallor, paresthesias, generalized itching, palpitation and tachycardia, signs and symptoms of pulmonary edema, asthma and vascular collapse.

Treatment must be initiated immediately. This may be a life threatening reaction.

a. Epinephrine (1:1000 aqueous) 0.3-0.5 ml subcutaneously and massage injection site. May repeat 0.3 ml dose every 10-15 minutes X 2 as needed.

b. Maintain open airway (head positioning, airway, endotracheal tube, tracheostomy) as needed.

c. Aminophylline 500 mg IV and hydrocortisone 100 mg IV - for bronchospasm.

d. Transport to emergency room as soon as possible.

F. PROCEDURES

1. Communicable Disease Control

It is the responsibility of the Physician and Family Nurse Practitioner to inform the County Communicable Disease control officer whenever there exists in the jail facilities an actual or potential communicable disease problem. If, in the opinion of the CD officer, there is such a risk, it will be the combined responsibility of the Health Department, Jail Physician, and Sheriff's Department to take appropriate measures.

II. Stool Cultures

A. Instructions to Patient:

1. (follow procedure as outlined for Ova and Parasites) putting the portion of stool in the CULTURE specimen bottle. (see below)

2. Be sure a soft portion of the stool is used.

3. Bring specimen to laboratory within a few (2-6) hours of collection.

4. Shigella and Salmonella organisms, the cause of some of the common diarrheas, do not survive well in the preservative solution, thus chances of recovering the causative agent are lessened by delay in delivery of specimens to the lab.

5. Specimens for stool culture should be collected on three consecutive days.

Stool for Ova and Parasites

A. Obtain proper containers from laboratory.

B. Instructions to patient:

1. Place several sheets of newspaper above water level in toilet. Defecate onto this paper.

2. With the paddle provided, take a walnut-sized part of the stool (not the first plug) and place in the liquid in the sample bottle marked parasites.
MIX the stool and liquid well. (if not well mixed the specimen will be unsatisfactory)

3. Put another portion of the soft part of the stool in the bottle marked ova and MIX.

4. If stool is liquid, add about 1 tablespoon to each bottle.

5. Hard stools are not acceptable. Patient should wait until a soft stool is passed to collect specimens.

C. Do not refrigerate the specimen. (the preservative congeals)

D. Completely fill out proper laboratory report form. Enter jail physician's name, address, and the name of the jail. Be sure to put down any foreign places visited, and dates. Record date specimen collected. Be sure patient puts name on bottle.

E. Specimens for ova and parasites should be collected once a week for three weeks. The laboratory prefers to have these specimens come in on Monday. Reports may take up to two weeks.

III. Administering & Storing Legally Obtained Drugs

A. Legal Basis

Every facility administrator, in cooperation with the facility physician or the county medical officer, shall develop plans, establish procedures, and provide space and accessories for the secure storage and the controlled administering of all prescription drugs.

Source

Title 15, California Administrative Code, Section 1163 (see Appendix B, Part II).

B. Legal Requirements for Administering and Storing Drugs

1. All prescription drugs shall be stored in lockable cabinets or closets, and/or refrigerators located in the treatment area, assessible only to MDs or nurses. Non-legend drugs may be assessible to MDs or nurses or other designated personnel.

2. Before medication is administered, positive identification of the recipient is required.

3. Medication may only be administered according to MD's instructions.

4. Medication must be ingested in front of nurse or correctional officer.

5. Addictive substances must be administered in liquid or powdered or whenever possible.

6. When a prescribed substance is administered, it shall be recorded on the patient's rand card. If prescribed substance is refused or withheld, a notation to that effect should be made on the patient's rand card.or chart.

7. No medication shall be administered by an inmate.

Source

Title 15, California Administrative Code, Section 1163 (See Appendix B, Part II).

C. Handling of Medication Procedure

All prescribed medication may be given only on the order of a physician or ordered on standardized procedures. The medication should preferably be ordered in writing by the prescriber directly on the patient record. Such order should include the name of the drug, the strength, the time interval between doses, and the number of doses (not to exceed Stop Order Policy). Oral orders may be given only to a licensed nurse/P.A. and immediately recorded on the physician's order sheet in the patient's chart. The prescriber must within 72 hours countersign these order to verify them.

FILED
NOV - 7 1978
LAURENCE P. HENIGAN Clerk
By Kate Engelmann Deputy

AGREEMENT NO. 78-333
(For administration of medications)

THIS AGREEMENT, made and entered into this first day of November, 1978, by and between L.V.N. Community Practice Group, hereinafter referred to as PROVIDER, and County of Yolo, a Political Subdivision of the State of California, herein after referred to as COUNTY.

W I T N E S S E T H:

RECITALS:

1. COUNTY is obligated to furnish necessary medical care and treatment to persons in the custody of the Sheriff, and for inmates of the County Jail, together hereinafter referred to as INMATES.
2. COUNTY is further obligated to furnish necessary medical care and treatment to persons in the custody of Juvenile Hall, hereinafter referred to as CHARGES.
3. COUNTY operates through its Health Department a program to comply with the above recited obligation, hereinafter referred to as PROGRAM.
4. PROGRAM requires the administration of medications to INMATES and CHARGES. COUNTY does not possess the requisite available expertise to commit to the segmented scheduling of the contemplated administration of medications.
5. Therefore, COUNTY desires to enter into an agreement for the rendering of the above recited administration of medications through an independent contractor.
6. PROVIDER is an unincorporated Association of Licensed Vocational Nurses, possessing the available expertise to administer medications.

AGREEMENTS: COUNTY, in consideration of PROVIDER'S promises contained in hereinafter recited agreements, and PROVIDER, inconsideration of COUNTY's

for the modified protocols to be fully binding.

6. HOURS OF OPERATION: Are specified in the Standardized Procedures.

7. PAYMENT: COUNTY shall pay PROVIDER for services rendered hereunder the sum of TWELVE HUNDRED TWENTY-FIVE DOLLARS($1225) per month as compensation for services rendered. Said payment shall be made by COUNTY to PROVIDER upon its submission of a monthly claim to PROGRAM'S designated representative for contract administration. Said claim shall be countersigned and approved by the Director of Public Health of the COUNTY.

8. RELATIONSHIP OF PARTIES:

   a. It is specifically understood and agreed that PROVIDER is an independent contractor and is not subject to the direction and control of COUNTY except as to final result. PROVIDER shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, applicable withholding and Social Security. PROVIDER agrees to indemnify and hold the COUNTY harmless from any liability which it may incur to the Federal or State Governments as a consequence of this contract.

9. LIABILITY:

   a. PROVIDER agrees to defend, indemnify and hold COUNTY harmless from any and all malpractice claims, liability or loss arising from PROVIDER'S performance under this agreement.

   b. PROVIDER shall purchase and maintain, for the duration of this agreement, malpractice insurance sufficient to cover services provided.

10. AMENDMENTS: The body of this agreement, together with any exhibits attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total agreement. No addition to,

or alteration of, the terms of this agreement, whether by written or verbal understanding of the parties, their officers, agents or employees shall be valid unless made in the form of a written amendment to this agreement which is formally approved and executed by the parties executing this agreement or their successors in office.

11. NOTICE: Any notice to be given parties to this agreement may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to PROVIDER or the Director of Public Health as applicable, at the last known mailing address of either.

12. TERM: The term of this agreement shall commence November 1, 1978 and shall terminate on June 30, 1979, unless sooner terminated by either party on thirty (30) days written notice to the other of such intent.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year hereinabove setforth.

COUNTY OF YOLO, a political subdivision of the State of California

CHAIRMAN OF THE BOARD OF SUPERVISORS

ATTEST:

LAURENCE P. HENIGAN, CLERK

BY Pete E. Lucas
DEPUTY

LVN
COMMUNITY PRACTICE GROUP

Cheryl Hardesty
PARTNER

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By Elizabeth S. Frick
DEPUTY COUNTY COUNSEL

EXHIBIT "A"

Table C

Medical Equipment

Main and Branch Jails

QUANTITY	ITEM	COST
2	Small refrigerators for storing liquid medications.	$439
2	Welch Allyn Opthalmoscopes and Otoscopes for ear and eye exams.	$396
2	Sphygmomanometers for checking blood pressure.	$174
2	Stethoscopes.	$ 65
2	Tuning forks #512 for neurological examinations.	$ 20
2	Tuning forks #1024 for neurological examinations.	$ 20
		$1,114

EXHIBIT "B"

STANDARDIZED PROCEDURES REGARDING HEALTH DEPARTMENT PROVIDER RELATIONSHIPS

Delineation of services and responsibilities of physician, PA, LVN's, Health Department Director.

Services & Responsibilities	Physician	P.A.	H.D. Director	LVN's
1. Program Administration	Consultative	Operations	Primary	---
2. Standardized Procedures	Consultative	Consultative	Primary	---
3. Diagnosis & Treatment Protocols Content	Primary	Consultative	Consultative & Program	---
4. Records	Final	Primary	Program	---
5. Diagnosis	Final	Preliminary	---	---
6. Prescriptions	Signs all	Recommends	---	---
7. Individual Patient Treatment Plans	Reviews on selected basis	Formulates plans	---	---
8. Examinations	Emergency & Secondary	Primary	---	---
9. Supervision of LVN's	---	Full	---	---
10. Direct Medical Care	Emergency & Secondary	Primary	---	Scheduled Administration of medications
11. Quality of Care	Primary	Secondary	Program	---
12. Medications (a)	Prescribes	Responsible for administration	---	Administration of medications
Security (b)	Consultative	Primary	Program	---
13. FNP Supervision	Medical	---	Primary	---

LVN Community Practice Group

B. A. Cobb
Director

Physician

Physician's Assistant

EXHIBIT C

Yolo County Health Department

MANUAL OF POLICIES & PROCEDURES

MEDICAL CARE FOR
COUNTY PRISONERS

IV. DIAGNOSIS AND TREATMENT PROTOCOLS

A. EMERGENCY MEDICAL CARE

1. Identifying an Emergency

The deputies at the detention facilities must exercise reasonable judgment in evaluating what kinds of medical conditions are emergencies. Prisoners with serious or life-threatening conditions must receive immediate medical care. Examples of such conditions include:

a. Profuse bleeding.

b. Major injuries or burns.

c. Difficulty in breathing.

d. Cyanosis (blue color).

e. Loss of consciousness.

f. Acute abdominal or chest pain.

g. Violent uncontrollable behavior.

. Minor physical complaints and chronic conditions without acute change are not emergencies.

. When a deputy is uncertain as to whether a prisoner's complaint is an emergency, the deputy may obtain advice by telephone from the staff physician on call.

2. Emergencies During Normal Working Hours

During normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays), for prisoners requiring urgent emergency medical care a brief attempt should be made to contact the FNP/PA. If not immediately available, prisoner should be taken to Yolo General Hospital for evaluation and treatment by a staff physician.

3. After-Hour Emergencies

At times other than normal working hours, for prisoners requiring emergency medical care an attempt should made to contact the jail physician. If he is not immediately available and/or urgent measures are required, prisoner is to be taken to Yolo General Hospital in accordance with interagency agreement.

B. CONTINUATION OF ESSENTIAL MEDICATIONS

Many illnesses can be adversely affected by abruptly discontinuing medications. However, because there is such a large number of specific drugs that may be prescribed, certain classes of drugs should be continued by the nurse until a physician can be contacted.

The following information should be obtained from the admittee:

1. Drug name, dosage, frequency.
2. Name of physician who prescribed the drug and the last time the physician was seen.
3. The frequency with which the medication was actually taken in the last week.

Confirmation of the information should be attempted by:

1. Seeing the prescribed or the bottle of medication, or
2. Communication with the prescribing physician or his office.

The following classes of medication may be continued by the nurse if the patient has been taking it regularly during the preceding week. (Note date ordered)

Antiarthritis
Antiasthmatics
Antibiotics
Anti-cancer
Anticonvulsants
Antidiabetics
Anti-glaucomatous
Bronchial dilators
Cardiovascular preparations:
- Antianginal
- Antiarrhythmics
- Digitalis
- Hypotensives
- Diuretics

Contraceptives, oral
Hormonal preparations, steroids

These drug classes may be continued on the testimony of the admittee without confirmation until the admittee can be seen by the physician, unless the nurse questions credibility of information given by inmate.

Because of the abuse potential of the antipsychotic drugs, physician confirmation or prescription must be available to continue those medications.

C. DISCONTINUANCE OF MEDICATIONS

STOP ORDER POLICY

The following drugs are to be discontinued from date of order as specified below unless renewed by the doctor.

1.	Analgesics	10 days
2.	Narcotics	5 days
3.	Antibiotics	10 days
4.	Anticoagulants	7 days
5.	Antiemetics	3 days
6.	Sedatives and Hypnotics	3-5 days
7.	Dermatologicals	14 days
8.	Psychotherapeutics	7 days
9.	Antianemia Drugs	30 days
10.	Cardiovascular	30 days

D. OVER THE COUNTER DRUGS

Many minor problems can be symptomically improved with the use of non-prescription drugs. The following drugs may be ordered by the nurse or physician and given by LVN.

* Aspirin 650 mg. q.i.d. prn pain or Trianalgesic 750 mg ## q.i.d.
* Neosporin or Bacitracin Ointment prn minor wound

* Coricidin Cold Tablets I q.i.d. prn cold or Coricidin D or Duadacin for more severe symptons

Desenex Cream or powder b.i.d. prn hot or irritated feet

* Maalox liquid 15 to 30 cc prn indigestion
* Mylanta tablets prn indigestion
* Neo-synephrine intranasal q.i.d. nasal congestion.
Solarcaine spray prn minor burns

* Tylenol 650 mg. q.i.d. prn pain or fever

Medications that are starred (*) should not be given for more than 5 days without consulting a physician.

Milk of Magnesic 1 oz. stat constipation
Caroid Bile Salt II tabs stat constipation
Dulcolax tab ## prn constipation when all else has failed

Administration of all over the counter medicines must be recorded in the log book with inmates name, date, time, medicine given and name of person giving medicine.

E. TREATMENT PROTOCOLS - Specific Conditions

1. Wound Care.....9-a
2. Acute Anxiety.....9-b
3. Herpes Simplex.....9-c
4. Heroin Withdrawal.....9-d
5. Athlete's Foot.....9-e
6. Alcoholic Withdrawal.....9-f
7. Gingivitis & Aphthous Ulcer.....9-g
8. Care of the Eye.....9-h
9. Pain or Headache.....9-i
10. Mild Asthmatic and/or Mild Allergic Reactions.....9-j
11. Cardiac Problems.....9-k
12. Gastric Distress.....9-l
13. Diarrhea & Constipation.....9-m
14. Care of Ear Infections, Pharyngitis, Sinusitis & Upper Respiratory Infections.....9-n
15. Psychotic Episode Mental Agitation, Severe Nervousness, Depression.....9-o
16. Convulsive Disorders (Epilepsy).....9-p
17. Anaphylactic Reactions.....9-q

E. TREATMENT PROTOCOLS

1. Wound Care

Definitions: A break in the skin

Mangement:

Treatment:

All wounds should be washed with an antisepic soap, green soap or phisohex, and thoroughly rinsed with water. Wounds large enough to require suturing should be covered with a sterile dressing and then sent to Yolo General Hospital Emergency Room. Bacitracin or Neoosprin oinment may be applied to minor wounds and then covered with a sterile dressing. All wounds should be checked 24 hours after treatment for signs of local infections (redness, swelling, heat). Wounds should be washed and have dressing changed daily until healing is well along.

The nurse should give an adult Diptheria-Tetanus booster in all wound casea where there has not been a booster in the last 5 years.

2. Acute Anxiety

Definition : Anxiety is a feeling of apprehension, uncertainty and fear.

Management:

Signs and Symptoms:

Maybe only the patient's subjective feelings but may also include tachycardia, restless movements, tremor, diaphoresis, and increased blood pressure.

Treatment:

Serax 15mg., 30mg. po 3-4x daily or Sinequan 50mg. H.S. To be used on a one time, non repeatable basis where there is significant anxiety, especially where an isolated identifiable temporary situational factor is predisposing. Attempts to verbally calm the patient should always be tried before medication is given. The nurse must also evaluate whether or not referral to the Yolo County Mental Health Services may be more appropriate.

3. Herpes Simplex

Definition: An acute virus disease marked by groups of watery blisters on borders of the lips or nose.

Management:

Signs and Symptoms

Recurrent small, grouped vesicles on an erythematous base, especially around mouth and nose. Burning and stinging are often present. Lymph nodes may be swollen and tender. May follow minor infections, trauma, stress, or sun burn.

Treatment

Cleanliness is of utmost importance. A registered nurse may initiate treatment with either #1 or #2 of the listed medication (below) when there is no evidence of infection. Crusting with possible bacterial infection -- then use #3.

1. Campho-phenique, apply topically, as needed, or

2. Vitamin A and D Ointment, apply topically, as needed

If crusting is present or any evidence of infection then use:

3. Bacitracin Ointment, apply topically, as needed.

NOTE: Differential diagnosis needs to be made for herpes zoster and impetigo. Healing takes 1-2 weeks. Recurrences are common. Topical corticosteroids are contraindicated.

4. Heroin Withdrawal

Definition: Symptoms produced by the absence of heroin in a person psycholgically and physically dependent on the drug.

Management:

Signs and Symptoms

Mild: yawning, lacrimation, perspiration

Moderate: tremors, loss of appetite, insomnia

Severe: diarrhea, vomiting, muscle pain and cramps

Typically the onset of symptoms occurs 8 to 12 hours after the last dose reaching maximum intensity between 36 and 72 hours then gradually diminishing over 5 to 10 days. Weakness, insomnia, nervousness, and muscle aches and pains may persist for several weeks. In severe cases death may result. A history of heroin use and signs of needle tracts should be sought.

Treatment:

The nurse may give the following medications based on her evaluation of the severity of the symptoms:

SERAX - 15 to 30 mg. m.o. prn (nervousness, tremors, or muscle cramps) for nervousness for 1 week t.i.d. x 1 for 1 week, then b.i.d. x 1 week then d.c.
SINEQUAN 50-100 mg. ± H.S. insomnia x 2 weeks
DONNATAL TABLETS - 1 p.o. q.i.d. x 4 days prn abdominal cramping or
or diarrhea
COMBID SPANS - ± b.i.d. x 4 days
SINEQUAN 25-50 mg. ± q.i.d. x 1 week general nervousness (short term treatment.

If the patients condition worsens during treatment, physician evaluation should be sought as soon as possible.

5. Athlete's Foot, Dermatophytosis

Definition: A chronic superficial fungus infection of the skin of the foot or palms. Characterized by itching and burning of interdigital webs of foot, on palms, and soles.

Management:

Signs and Symptoms

Presenting symptom is usually itching, but burning, stinging, and other sensations, or frank pain from a secondary infection may be present. Often there is fissuring of toe webs, along with maceration and scaling of skin on soles. It may spread to palms. Deep vesicles may be present in acute stage.

Cause

Most infections are caused by Trichophyton and Epidermophyton.

Treatment

A registered nurse may initiate this treatment. All patients are to be seen at next available sick call so that treatment can be continued.

1. Keep shoes and feet dry -- use Desenex powder as often as necessary.

2. If lesions are dry, apply Tinactin Cream or Desenex Ointment at night. Wash ointment off in morning and use powder during the day.

Patient is to be seen by physician before giving the following treatment:

1. For weeping lesions, soak in Potassium Permangomanate 1:10,000 (KMNO 4, "Pink Solution") -- one 0.3 gm. (5 gr.) tablet to 3 liters of water, or 0.1 gm. (1½ gr.) tablet to 1 liter of water. Soak for half hour (½) every 4 to 12 hours as necessary.

2. For crusted lesions, soak in Burow's Solution of 50 ml (1 2/3 oz.) to 1 liter of water. Soak for half hour (½) every 4-12 hours as necessary.

3. For infected lesions, soak in warm water with liquid soap containing Hexachlorophene.

6. Alcoholic Withdrawal

Definition: The psychologic and physical manifestations that occur upon cessation of alcohol ingestion.

Management:

Signs and Symptoms:

A variety in a progressive spectrum - anorexia, insomnia, autonomic hyperactivity (fever, sweating, increased blood pressure), psychomotor agitation, hallucinations, disorientation, delusions and grand mal seizures. When the entire spectrum is evident a bona fide diagnosis of delirium tremens can be made, which untreated has a 10% to 20% mortality rate. Also helpful in making diagnosis is a history of excessive drinking and alcohol odor on breath. Withdrawl symptoms usually begin within the first 96 hours after the last drink.

Treatment:

Proper treatment can usually reverse the syndrome within 5 to 24 hours. Signs of adequate control include reduction in agitation and a decrease in pulse, blood pressure and temperature.

The nurse should give the following:

In moderately severe cases:

1. Serax 15-30 mg. q.i.d.
2. Thiamine 25 mg. p.o. or i.m. b.i.d. x 7 days.
3. Multivitamin p.o. q.d.

In mild to moderate cases:

1. Librax ± b.i.d.

If patient fails to stabilize and then improve fairly rapidly, he needs physician evaluation as soon as possible. A patient may need to take Dilantin if he has a seizure history with alcohol withdrawls.

7. Gingivitis & Aphthous Ulcer

Definition:

Gingivitis - An acute inflammation of the gums.

Stomatitis - (Canker Sore)-A shallow mucosal ulcer with flat, fairly even borders surrounded by erythema.

Management:

Signs and Symptoms

Gingivitis- Pain in gum area, bleeding of gums, fever, lymphadenopathy. Cause unknown. Probably not communicable. Often a symptom of other factors such as poor oral hygiene, inadequate diet, alcoholism, and other diseases such as infectious mononucleosis, nonspecific viral infections, bacterial infections, and diabetes mellitus.

Stomatitis-(Canker Sore)-Pain in local mucosal ulcer area, ulcer is usually surrounded by erythema. One or more ulcers may be present; generally reoccur. Cause is unknown. May be associated with inflammatory bowel disease, nuts, chocolates, and citrus fruits may cause flare-ups.

Treatment

When the above symptom(s) are present a registered nurse may initiate treatment but if symptoms persist or worsen, the underlying causes need to be evaluated by a physician.

Gingivitis

1. Stress need for good oral hygiene with tooth brushing, dental flossing or use of stimudents.

2. 3% (10 volume) Hydrogen Peroxide in an equal volume of water for a mouthwash, as often as necessary (½ water and ½ peroxide). OR

3. Sodium Perborate Powder, 1 teaspoon in a glass of water as a mouthwash, as often as necessary.

Stomatitis (Canker Sore)

1. 3% (10 volume) Hydrogen Peroxide, apply topically, as often as necessary.

Note: Healing usually occurs in 1-3 weeks

2. If #1 is not effective, try 1% or 2% Gentian Violet, topically applied daily, for a maximum of 6 times.

8. Care of the Eye

Definition:

Conjunctivitis is an inflammation of the conjuctiva, resulting from an allergy, a bacterial, viral or rickettsial infection or physical or chemical trauma.

Injuries-types of eye injuries are acid or alkali burns, actinic keratitis (excessive sunlight), contusions and hematoma, corneal laceration or abrasion, and foreign bodies.

Management:

Signs and Symptoms

Conjunctivitis

Bacterial-may have no pain or blurring of vision, redness may be present; discharge of abundant purulence indicates infection caused by pneumococcus or gonococcus.

Viral-usually associated with pharyngitis, fever, malaise, redness, copious watery discharge and scanty exudate.

Allergic-bilateral tearing, itching, redness, and minimal discharge.

Acute conjunctivitis can easily be confused with acute Iritis and acute glaucoma, all of which present with red eye and discharge.

	Acute Conjunctivitis	Acute Iritis	Acute Glaucoma
Symptoms	Irritation-mild foreign body sensation	Eye ache with light sensitivity	Pain & blurred vision, sometimes nausea & vomiting
Vision	Normal	Normal to hazy	Markedly impaired
Signs	Diffuse injection both palpebral & bulbar conjunctiva	Circumcorneal injection with tearing	Diffuse injection bulbar conjunctiva, steamy cornea with tearing
Pupil	Normal	Constricted	Dilated
Prognosis	Rapid response to antibiotics when bacterial cause	Slow response to steroids & mydriatics	Needs immediate medical and possibly surgical therapy

Injuries

Acid or Alkali Burns - may be caused by hair spray.

Actinic Keratitis - (ultraviolet keratitis) Usually 12 hours after exposure patient complains of agonizing pain and severe photophobia.

Contusions and Hematoma - subconjunctival hemorrhage, ecchymosis ("black eye"), hemorrhage into anterior chamber, and other severe symptoms. Injury may not be apparent for days or weeks.

Corneal Laceration - severe pain, especially with movement of lid over the cornea.

Foreign Bodies - usually pain; less pain on blinking when the eye is turned away from foreign body.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If there is any doubt about the symptoms and the condition, do not start medications, and check with physician. If symptoms persist for more than 3 days with treatment or worsen, patient should be seen by a physician immediately.

Acid or alkali burns and/or foreign bodies - Irrigate eye with normal saline solution, if available, or tap water for at least 20 minutes for burns.

It is easy to overlook a closed eye during irrigation. The eyelid should be held open. The progress of the procedure can be monitored with PH paper. If alkali burn, must remain normal for at least 7 minutes after stopping irrigation. All burns need to be sent to the emergency room as soon as possible. Cover eye with patch.

Mild Irritation without discharge - Patient should be advised to wash hands carefully before and after touching eye.

Visine, 3 or 4 drops into eyes, q.i.d., prn.

NOTE: Immediate physician evaluation is needed if there is marked pain in the eye or history of glaucoma.

Minor infection with non-purulent discharge, redness, and itching - If the above treatment is ineffective then start: Sodium Sulfacetamide (Sulamyd) Ophthalmic Solution 10% or ointment, 1-2 drops into eyes, every 4 hours. or

Neosporin Ophthalmic suspension, 3-4 drops into eyes, q.i.d., as necessary.

9. Pain or Headache

Definition:

Headache is a diffuse pain in different portions of the head and not confined to any nerve distribution area -- may be frontal, temporal, or occipital.

Pain is a protective mechanism of the body; an unpleasant reaction to massive stimulation of the sensory nerves -- a symptom of derangement of function, disease or injury of a part.

Management:

Signs and Symptoms

Headache - "Tension headache" is usually dull, drawing, pressing, burning or vague pain in occipital and supraorbital areas. Band-like contractions around head associated with emotional tension. The underlying cause of the headache should be investigated.

Pain - is observed by its nature, its cause and origin, its duration, its severity of the disease or disorder as well as the region in which it occurs. Nature -- severe, sharp, piercing, dull, mild, throbbing; duration -- remittent, persistent, sudden onset, slow in development; location -- region, area, relation to an organ.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If symptoms persist, the underlying cause should be investigated. Whenever possible use Tylenol in treatment of members of the Black race. The nurse may give:

For mild pain or headache:

Aspirin Compd. or enteric coated.

Aspirin, 5 gr. (adult), one or two tablets, every 3-4 hours, as needed. Do not give aspirin to person with Sickle Cell Disease.

or

Tylenol, 325 mg., one or two tablets, every 3-4 hours, as needed.

NOTE: Patients with Sickle Cell Disease or receiving Anti-coagulant should have Tylenol -- not Aspirin.

Procedure for Care of Pain or Headache (Cont'd)

For moderate pain:

Trianalgesic gr. 7½ ~~11~~ q.i.d. Check with physician if pain persists or worsens.

10. Mild Asthmatic and/or Mild Allergic Reactions

Definition:

Asthma is characterized by reversible airway obstruction produced by the combination of mucosal edema, hypertrophy of the bronchial musculature, and excessive secretion of viscid mucous.

Allergic Reaction (mild) is a hypersensitive state caused by the antigen antibody reaction that releases histamine from body storage sites.

Management:

Signs and Symptoms

Asthma - Recurrent attacks of wheezing, dyspnea, cough, and mucoid sputum. Nasal symptoms of itching, congestion, and watery discharge may precede attacks of wheezing.

Allergic Reaction (mild) - Flushing and or pallor, urticaria, itching (especially throat), erythema (diffuse hives), sometimes abdominal cramps, nausea, and vomiting.

Allergic Reaction (more severe) - Dyspnea, hypotension, persistent cough with frothy sputum. Seek medical care and follow order for anaphylactic reaction.

Treatment

When symptoms are present a registered nurse may initiate this treatment by giving one of the medications listed. If symptoms persist or worsen patient should be seen by a physician as soon as possible, or the physician be contacted for a verbal order to continue medication.

Asthma and Bronchospasm - If mild wheezing is present, without significant shortness of breath then:

1. Encourage intake of oral fluids.
2. Give: Tedral, one tablet, q.i.d., for 24 hours.
3. If patient is unable to take oral medications, then use Aminophyllin Suppository 200mg every 4 hours, times 2.
4. If above is not effective and symptoms of dyspnea, labored breathing, and anxiety are present, notify physician.

See - Order for Care of Anaphylaxis.

Mild Allergic Reaction (for severe reaction see anaphylactic reaction)

1. If urticara and diffuse hives are present give:

   Benadryl, 50mg., q.i.d. (adult), for 48 hours.

2. If symptoms are mild with running nose and eyes give:

   Chlor-Trimeton, 4mg., one tablet, q.i.d., for 48 hours.

11. Cardiac Problems

Definition:

Angina Pectoris is a clinical syndrome characterized by paroxysms of pain or compression in the anterior chest produced as a result of insufficient coronary blood flow and myocardial hypoxia.

Myocardial Infarction is a process by which myocardial tissue is destroyed in regions of the heart that are deprived of their blood supply after closure of the coronary artery or one of its branches, either by a thrombus or by obstruction of the vessel lumen by atherosclerosis.

Congestive Heart Failure is the occurrence of circulatory congestion from decreased myocardial contractility resulting in inadequacy of cardiac output to maintain the blood flow to body organs and tissues.

Management:

Signs and Symptoms

1. Angina Pectoris - A sensation of squeezing, burning, pressing, chocking, aching, bursting, "gas", or tightness. Not localized pain. It appears quickly during exertion, and increases rapidly until patient has to stop; in 80-90% of the time the discomfort is felt behind or slightly to the left of the sternum; short duration, subsides completely in three minutes without residual discomfort if patient stops to rest; blood pressure may elevate, relieved quickly by nitroglycerin.

2. Myocardial Infarction- A steady, constrictive pain not relieved by rest or nitrites; pain may radiate widely; profuse perspiration, moist clammy skin with pallor; dyspnea, weakness, fainting; nausea and vomiting; tachycardia or bradycardia.

3. Congestive Heart Failure - Left ventricular failure--dyspnea, exertional fatigue and weakness and nocturia; orthopnea; paroxysmal nocturnal dyspnea.

   Right ventricular failure--Anorexia, bloating, or exertional right upper abdominal pains; headache; weakness; excessive sweating; edema.

Treatment

If symptoms indicate cardiac failure--give O_2 at 6-8 liters/minute and call ambulance Stat. (Paramedics if available)

The nursing assessment of patient with chest pain is essential:

How intense is the pain--dull, sharp, boring, crushing, tearing?

Where is pain located? Does it radiate?

What is the time and mode of onset?

How long does the episode last?

What factors precipitate pain (breathing, coughing, walking, anger)?

What factors alleviate pain (rest, change in position)? Keep in comfortable position.

Monitor blood pressure, pulse, respiration --record.

With a history of prior use of nitroglycerin the following may be given:

Nitroglycerin, 0.04mg, sublingally may be used -- pain relief should be prompt (½ - 3 minutes) if it is an angina pectoris problem. May be repeated twice at 5 minute intervals. If chest pain not relieved send patient to hospital STAT.

Persons who are using Nitroglycerine for angina on admission to the jail may keep up to 10 tablets with them at all times.

12. Gastric Distress

Definition:

Pressure in epigastric area, heartburn, flatus, and pain or tenderness in epigastric area if peptic ulcer is present.

Management:

Signs and Symptoms

May be mild and vague -- pressure in epigastric, and flatus in abdomen. Pain may be gnawing, burning, cramp-like, or heartburn. Nausea and vomiting may be present. Distress is often 45-60 minutes after meals or at night. Symptoms are relieved with food, milk, antacids. If after 12 hours, epigastric pain persists or increases in intensity, or abdomen becomes extremely tender with board-like rigidity -- patient should be seen by physician. Hemorrhage may be manifested by giddiness, faintness, tachycardia, or tarry stools.

Treatment

A patient presenting symptoms of epigastric pain should have blood pressure and pulse checked to rule out possible cardiac problems that have similar symptoms. A registered nurse may initiate this treatment by giving one of the medications listed. If symptoms persist or worsen, the patient should be seen by physician.

1. Mylanta, 1 or 2 tablets, or 1 or 2 tablespoon, as necessary.

2. Gelusil, or Maalox (liquid), 1 or 2 tablespoons every 2-4 hours, as necessary.

CAUTION: All patients on antacids need to be watched for diarrhea, constipation, and fecal impaction.

SPECIAL NOTE: The following drugs may aggravate peptic ulcer: Rauwolfia (Reserpine), Phenylbutazone (Butazolidin), and Salicylates (Aspirin), alcohol, caffeine.

13. Diarrhea & Constipation

Definition:

Constipation is hard, dry stools.

Diarrhea is loose and watery stools.

Management:

Signs and Symptoms

Constipation - Changes in color, consistency, and ease of expulsion--darker, harder, and difficult or painful to pass.

Cause - Inadequate fluids, low-residue diets, physical inactivity; or the following drugs, iron, belladonna, codeine, diuretics, calcium, and alumium hydroxide.

Diarrhea - Loose, watery, frequent stools, sometimes green with mucous shreds indicating a possible infection. "Tarry" color may indicate digested blood which may originate in upper G.I. tract. Bloody stools may indicate hemorrhage which may originate in rectal or anal region. Dark green stools may indicate excessive bile. Other color changes may be due to dietary excesses or effect of medications.

Treatment

A registered nurse may initiate the following treatment, following his/her evaluation of the symptoms, and/or other methods to relieve the symptoms have been unsuccessful. Cause should be evaluated if symptoms persist.

Acute Constipation - May be treated for 3 days consecutively.

1. Milk of Magnesia, 1 oz. at bedtime.

OR

2. Dioctyl Sodium Sulfuccinate, 400mg., 1 cap H.S., as needed.

OR

3. Caroid bile salt 2 Tablets daily, as necessary.

4. Dulcolax Suppository, as needed; or Dulcolax, 5mg., 1 or 2 tablets, as needed, H.S.

5. If above are not effective; Fleets, Baxter, or Travanal Enema may be used.

Chronic Constipation - should be referred to the physician.

Diarrhea - Uncomplicated diarrhea can be treated for 3 days. If vomiting accompanies diarrhea -- treat with either clear fluids or nothing by mouth if symptoms persist after 24 hours -- contact physician. If tarry stools are present, seek medical care.

1. Kaopectate, 2-4 tablespoonsful (adult), after each loose stool, as needed.

14. Care of Ear Infections, Pharyngitis, Sinusitis & Upper Respiratory Infections

Definition:

External Otitis is an infection in the ear canal usually due to bacteria, fungi, contact dermatitis, seborrheic dermatitis -- predisposing factors are swimming in contaminated water, trauma due to attempts to clean, etc.

Otitis Media is an inflammation of the middle ear, often accompanying or following upper respiratory disease.

Sinusitis is an infection of the sinuses -- may be acute or chronic.

Upper Respiratory Infection is an infection of the upper respiratory tract and may include common cold, grippe, acute bronchitis, and tracheobronchitis.

Management:

Signs and Symptoms

External Otitis - Itching and pain in the dry, scaling ear canals; there may be watery or purulent discharge present; pain is intensified with touching or moving auricle. Usually no fever nor deafness.

Suppurative Otitis Media - Pain, deafness, fever, chills, and a feeling of fullness and pressure in the ear. Usually follows URI. The tympanic membrane is red and bulging.

Serous Otitis Media - Slight pain, deafness, feeling of fullness in the ear. Tympanic membrane is gray, often retracted, an air fluid level may be seen. Often follows or accompanies URI.

Pharyngitis - Inflammation may be diffuse or localized; throat is dry and sore; fever, malaise; red and slightly swollen mucosa. If tonsillar pillars are involved there will be pus or exudate present -- also chills, fever, headache, anorexia. If larynx is involved there will be hoarseness present.

Sinusitis - Acute infection resemble those of acute rhinitis but are more severe; headache, facial pain, tenderness and swelling with nasal obstruction. Chronic infection may have no symptoms except non-productive cough.

Upper Respiratory Infection - Malaise, "feverishness" with usually little or no fever, headache and myalgia. Nasal discomfort (burning, fullness, itching) with watery discharge. Secondary infections may follow.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If there is evidence of an acute infection, elicite history of allergies to antibiotics and contact physician before starting antibiotics.

For External Otitis use:

Cortisporin Otic Drops, 4 drops into ear canals, q.i.d., as needed. and

Tylenol, enteric coated aspirin 5 gr., or APC (plain), 1 or 2 tablets every 4 hours, as needed for pain.

For suspect Serous Otitis Media, Pharyngitis, URI, Sinusitis use:

Actifed, 1 tablet q.i.d., prn congestion or

Triaminic expectorant two tablespoons q.i.d., prn congestion and cough. and

Tylenol, enteric coated aspirin 5 gr., or APC (plain), 1 or 2 tablets every 4 hours as needed for pain or fever.

If symptoms increase and the above are not effective, contact physician.

A throat culture should be done for most cases of pharyngitis, especially if fever, exudate, or tender cervical nodes are present.

15. Psychotic Episode Mental Agitation, Severe Nervousness, Depression

Definition:

Psychotic episode is a serious disturbance of behavior, affect or thought which makes the patient unable to cope with his life situation and interpersonal relationships.

Management:

Signs and Symptoms

A. Overactive

1. Disturbed, uncooperative, paranoid behavior.

2. Anxiety and panic-like state, tachycardia, fainting or passing out, hyperventilation, pacing, etc.

3. Assaultive and destructive.

4. Noisy. (verbally)

B. Underactive

1. Depression.

2. Fearfulness.

3. Slowing of responses.

4. Sad facial expression.

5. Suicidal potential.

Treatment

A. Overactive and Underactive

1. Determine (from family, jail staff, ambulance driver, etc.) if patient has had past mental illness, hospitalizations, injuries or serious illnesses, uses alcohol or drugs or has experienced crises in interpersonal relationships or intrapsychic conflicts.

2. Be interested and listen to patient -- encourage him/her to tell you their thoughts and feelings. Be calm, firm, and confident.

3. Suspect and evaluate suicide in every underactive person.

4. If behavior does not moderate with above, consult physician or Yolo County Mental Health Services.

B. Medication Administration

1. Overactive

May be treated as acute axiety (see Standarized Procedure) after evaluation and if appropriate.

2. Underactive

Should advise jail staff and other nursing staff to closely observe and may treat depression after evaluation, if appropriate. with Elavil 25-50mg t.i.d. prn x 3 days if Mental Health evaluation is pending.

16. Convulsive Disorders (Epilepsy)

DEFINITION:

EPILEPSY is a convulsive disorder characterized by abrupt transient symptoms of a motor, psychic, sensory, or autonomic nature., maybe associated with changes in consciousness -- probably are secondary to sudden transient alternations in brain functions associated with excessive rapid electric discharges. Onset of is before age 30 years, later onset suggests organic disease. Emotional disturbances play a significant "trigger role, and some seizures tend to occur during sleep.

MANAGEMENT:

SIGNS AND SYMPTOMS

1. GRAND MAL -- major epilepsy - An aura particular to the individual may precede the loss of consciousness, patient gen erally falls and cries out; skeltal muscles go into strong tonic contractions; dyspnea and cyanosis maybe present; severe generalized clonic convulsive movements begin seconds later; frothing at the mouth, loss of bladder and bowel control, and tongue biting may occur; flaccid coma follows; pupils dilate; maybe confused and disoriented when first awakens.

2. Petit Mal -- (minor epilepsy) - May include myoclonic jerks, akinetic seizures, and brief blank spells with a vacant expression, cessation of motor activity, and loss of muscle tone.

3. JACKSON EPILEPSY -- Seizure maybe motor, sensory, or autonomic in type which generally starts in a limb or in the face and spreads in a more or less orderly fashion to joining areas. Loss of consciousness may occur when seizure becomes generalized.

4. STATUS EPILEPSY -- Recurrent seizures without return of a good degree of consciousness between seizures.

TREATMENT:

If patient is known to have a convulsive disease and has the medication with him, it should be continued as prescribed. Have patient seen by physician at next sick call. If patient does not have medication with him but is known to have a convulsive disorder, check with his private physician for verification of medication and dosage or check with jail physician as to medications to be given if necessary. An inmate's word can be taken as to name and dosage of seizure medications to be taken, if within normal dosage range, until patient can be seen by the jail physician. Never withdraw anticonvulsive medications suddenly.

GRAND MAL:-- A padded tongue blade to prevent tongue biting if it can be introduced without being forced. DO NOT Forcibly restrain. Request officers not to move an inmate when seizuring (unless safety is a factor) Prevent self inflicting injury. Immediately after the convulsion, turn person on side to prevent aspiration and clear airway.

DILANTIN 100mg. $\bar{c}$ Pb$\frac{1}{2}$ $\bar{t}$ cap. 3-4 times daily.

DILANTIN 100 mg. $\bar{t}$ cap. 3-4 times daily

MYSOLINE 250 mg. (only as prescribed)

STATUS EPILEPTICUS

1. Follow same procedure for grand mal seizures.
2. Monitor vitals signs.
3. Transport to the Emergency room immediately.

17. Anaphylactic Reactions

Usually occur after administration of drugs or other agents to which the patient has become sensitized. The reaction usually follows within seconds to minutes after exposure and may consist of light-headedness or syncope, flushing to pallor, paresthesias, generalized itching, palpitation and tachycardia, signs and symptoms of pulmonary edema, asthma and vascular collapse.

Treatment must be initiated immediately. This may be a life threatening reaction.

a. Epinephrine (1:1000 aqueous) 0.3-0.5 ml subcutaneously and massage injection site. May repeat 0.3 ml dose every 10-15 minutes X 2 as needed.

b. Maintain open airway (head positioning, airway, endotracheal tube, tracheostomy) as needed.

c. Aminophylline 500 mg IV and hydrocortisone 100 mg IV - for bronchospasm.

d. Transport to emergency room as soon as possible.

F. PROCEDURES

I. Communicable Disease Control

It is the responsibility of the Physician and Family Nurse Practitioner to inform the County Communicable Disease control officer whenever there exists in the jail facilities an actual or potential communicable disease problem. If, in the opinion of the CD officer, there is such a risk, it will be the combined responsibility of the Health Department, Jail Physician, and Sheriff's Department to take appropriate measures.

II. Stool Cultures

A. Instructions to Patient:

1. (follow procedure as outlined for Ova and Parasites) putting the portion of stool in the CULTURE specimen bottle. (see below)

2. Be sure a soft portion of the stool is used.

3. Bring specimen to laboratory within a few (2-6) hours of collection.

4. Shigella and Salmonella organisms, the cause of some of the common diarrheas, do not survive well in the preservative solution, thus chances of recovering the causative agent are lessened by delay in delivery of specimens to the lab.

5. Specimens for stool culture should be collected on three consecutive days.

Stool for Ova and Parasites

A. Obtain proper containers from laboratory.

B. Instructions to patient:

1. Place several sheets of newspaper above water level in toilet. Defecate onto this paper.

2. With the paddle provided, take a walnut-sized part of the stool (not the first plug) and place in the liquid in the sample bottle marked parasites.
MIX the stool and liquid well. (if not well mixed the specimen will be unsatisfactory)

3. Put another portion of the soft part of the stool in the bottle marked ova and MIX.

4. If stool is liquid, add about 1 tablespoon to each bottle.

5. Hard stools are not acceptable. Patient should wait until a soft stool is passed to collect specimens.

C. Do not refrigerate the specimen. (the preservative congeals)

D. Completely fill out proper laboratory report form. Enter jail physician's name, address, and the name of the jail. Be sure to put down any foreign places visited, and dates. Record date specimen collected. Be sure patient puts name on bottle.

E. Specimens for ova and parasites should be collected once a week for three weeks. The laboratory prefers to have these specimens come in on Monday. Reports may take up to two weeks.

III. Administering & Storing Legally Obtained Drugs

A. Legal Basis

Every facility administrator, in cooperation with the facility physician or the county medical officer, shall develop plans, establish procedures, and provide space and accessories for the secure storage and the controlled administering of all prescription drugs.

Source

Title 15, California Administrative Code, Section 1163 (see Appendix B, Part II).

B. Legal Requirements for Administering and Storing Drugs

1. All prescription drugs shall be stored in lockable cabinets or closets, and/or refrigerators located in the treatment area, assessible only to MDs or nurses. Non-legend drugs may be assessible to MDs or nurses or other designated personnel.

2. Before medication is administered, positive identification of the recipient is required.

3. Medication may only be administered according to MD's instructions.

4. Medication must be ingested in front of nurse or correctional officer.

5. Addictive substances must be administered in liquid or powdered or whenever possible.

6. When a prescribed substance is administered, it shall be recorded on the patient's rand card. If prescribed substance is refused or withheld, a notation to that effect should be made on the patient's rand card.or chart.

7. No medication shall be administered by an inmate.

Source

Title 15, California Administrative Code, Section 1163 (See Appendix B, Part II).

C. Handling of Medication Procedure

All prescribed medication may be given only on the order of a physician or ordered on standardized procedures. The medication should preferably be ordered in writing by the prescriber directly on the patient record. Such order should include the name of the drug, the strength, the time interval between doses, and the number of doses (not to exceed Stop Order Policy). Oral orders may be given only to a licensed nurse/P.A. and immediately recorded on the physician's order sheet in the patient's chart. The prescriber must within 72 hours countersign these order to verify them.

FILED
NOV - 7 1978
LAURENCE P. HENIGAN, Clerk
By [signature] Deputy

AGREEMENT NO. 78-334

(Agreement for Physician Services)

THIS AGREEMENT made and entered into this 7th day of November, 1978, by and between the COUNTY OF YOLO, a political subdivision of the State of California, hereinafter referred to as COUNTY, and William Stansell, M.D., hereinafter referred to as PHYSICIAN.

WITNESSETH:

RECITALS:

1. COUNTY is obligated to furnish necessary medical care and treatment to persons in the custody of the Sheriff, and for inmates of the County Jail, together hereinafter referred to as INMATES.
2. COUNTY is further obligated to furnish necessary medical care and treatment to persons in the custody of Juvenile Hall.
3. COUNTY operates through its Health Department a program to comply with the above recited obligation, hereinafter referred to as PROGRAM.
4. PHYSICIAN is a duly qualified and licensed physician and surgeon, and by this agreement COUNTY retains his services as an independent contractor.

AGREEMENTS:

COUNTY, in consideration of PHYSICIAN's promises contained in hereinafter recited agreements, and PHYSICIAN, in consideration of COUNTY's promises contained in hereinafter recited agreements, agree:

1. PHYSICIAN's SERVICE OBLIGATIONS:

   A. Responsible for the quality of INMATE medical care in COUNTY's Branch and Main Jails, hereinafter referred to as JAILS.

B. Consult with COUNTY'S herein designated representatives on matters related to PROGRAM compliance in the JAILS with the medical service provisions of the Minimum Standards for Local Detention Facilities promulgated by the State Board of Correction (15 CAC, Section 1161).

C. On behalf of the County Medical Officer, PHYSICIAN or his designated replacement, who shall be a duly qualified and licensed physician, is to be on call twenty-four (24) hours per day for the rendition of medical emergency services or telephone consultation at the discretion of the physician to inmates of the County Jail and/or persons in the custody of the Sheriff. PHYSICIAN'S designated replacement shall be approved in advance by the Health Officer of COUNTY in writing.

D. Serve as PRECEPTOR for PROGRAM'S Physician's Assistant when the Physician's Assistant is practicing in COUNTY'S JAILS. Said preceptorship shall be conducted in accordance with herein described standardized procedures and shall include, as a minimum, assignment to PHYSICIAN of the responsibility to make all final diagnoses, to issue all prescriptions, and to review treatment plans on at least a selected basis.

E. Provide a suitable and qualified replacement, agreeable to perform under the terms and conditions of this agreement, in his absence; and to provide one week's advance notice of planned absences to COUNTY'S herein designated representatives.

F. Review and approve or modify all herein described JAIL Diagnosis and Treatment Protocols.

G. Review and consult from time to time with COUNTY'S herein designated representatives concerning the effectiveness and efficiency of the herein described standardized procedures, and herein described Diagnosis and

Treatment Protocols.

2. COUNTY'S SERVICE OBLIGATIONS:

A. Provide to COUNTY'S JAILS and JUVENILE HALL a Physician's Assistant to practice medical care as defined and authorized, and to the maximum extent of that authorization, by the Business and Professions Code, Section 3500 et seq. Said practice shall be conducted in accordance with herein described standardized procedures and shall include as a minimum assignment to the Physician's Assistant for the JAILS aspect of PROGRAM, the responsibility to perform examinations, make preliminary diagnoses subject to the review of PHYSICIAN, recommend prescriptions to the PHYSICIAN, and formulate treatment plans subject to the selective review of PHYSICIAN. This Physician's Assistant will be further responsible for the medical supervision of assigned and hereinafter described Licensed Vocational Nurses.

B. Provide to COUNTY'S JAILS and JUVENILE HALL Licensed Vocational Nurses in such arrangements of staff time within PROGRAM'S authorized strength as are assigned by the Physician's Assistant, to administer medications.

C. Provide for JAILS usage certain items of equipment specified in the attached equipment list (Exhibit "A") and incorporated herein by reference thereto.

D. Designate hereinafter representatives for the purposes of performing the herein described consultation and administration functions.

E. Administer PROGRAM.

3. COUNTY'S DESIGNATED REPRESENTATIVES:

A. COUNTY'S designated representatives for consultation are the Physician's Assistant, the Director of Public Health, and the Health Department's

Public Health Physician.

B. COUNTY'S designated representative for PROGRAM administration is the Director of Public Health

4. STANDARDIZED PROCEDURES: PROGRAM will provide initial standardized procedures, attached hereto as Exhibit "B", and incorporated herein by reference thereto, governing the working relationship of PHYSICIAN, Physician's Assistant, and Licensed Vocational Nurses. These standardized procedures will be reviewed and modified from time to time by COUNTY'S herein designated representatives after consultation with PHYSICIAN. If modified this agreement need not be amended for the modified procedure to be fully binding.

5. DIAGNOSIS AND TREATMENT PROTOCOLS: PROGRAM will provide initial diagnosis and treatment protocols, attached hereto as Exhibit "C" and incorporated herein by reference thereto, governing the diagnosis and treatment of generally encountered primary care situations, subject to PHYSICIAN'S review and approval or modification insofar as these protocols effect PHYSICIAN'S JAILS responsibilities. If modified this agreement need not be amended for the modified protocols to be fully binding.

6. HOURS OF OPERATION: Unless otherwise modified through the operation of any other provision of this agreement, services hereinunder are to be rendered Monday through Friday 8:00 A.M. through 5:00 P.M. and for two hours on Saturday and two hours on Sunday.

7. PAYMENT:

(a) For services rendered hereunder from 0001 hours military time Monday to 2400 hours military time Friday of each week during the term of this agreement COUNTY shall pay PHYSICIAN the sum of SIX HUNDRED DOLLARS ($600) per month as compensation for said services. Notwithstanding

the foregoing, in the event PHYSICIAN renders said services in excess of twenty hours in any one month, he shall be compensated for such hours of services in excess of twenty at the rate of THIRTY FIVE DOLLARS ($35) per hour. However, in no event shall PHYSICIAN be paid more than SEVEN HUNDRED DOLLARS ($700) per month for said services.

(b) For services rendered hereunder from 0001 hours military time Saturday to 2400 hours military time Sunday of each week during the term of this agreement COUNTY shall pay PHYSICIAN the sum of THIRTY FIVE DOLLARS ($35) for the first hour or any fraction thereof and THIRTY FIVE DOLLARS ($35) per hour thereafter in either the twenty-four hour period beginning 0001 hours military time Saturday and ending 2400 hours military time Saturday, beginning 0001 hours military time Sunday and ending 2400 hours military time Sunday.

(c) The maximum compensation for services rendered under the terms of this agreement shall be TWELVE THOUSAND FOUR HUNDRED DOLLARS ($12,400) per annum.

(d) Said payments shall be made by COUNTY to PHYSICIAN upon his submission of a monthly claim to COUNTY detailing hours and dates of service. Said claim shall be countersigned and approved by the Director of Public Health of the COUNTY.

8. RELATIONSHIP OF PARTIES:

A. It is specifically understood and agreed that contractor is an independent contractor and is not subject to the direction and control of COUNTY except as to final result. Contractor shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, applicable withholding and Social Security. Con-

tractor agrees to indemnify and hold the COUNTY harmless from any liability which it may incur to the Federal or State Governments as a consequence of this contract.

9. LIABILITY:

A. PHYSICIAN agrees to defend, indemnify and hold COUNTY harmless from any and all claims, liability or loss arising from PHYSICIAN'S performance under this agreement.

B. PHYSICIAN shall purchase and maintain, for the duration of this agreement, public liability insurance in the amount of at least $100,000/$100,000 specifically naming COUNTY as an insured party thereto for all purposes.

10. AMENDMENTS: The body of this agreement, together with any exhibits attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total agreement. No addition to, or alteration of, the terms of this agreement, whether by written or verbal understanding of the parties, their officers, agents or employees shall be valid unless made in the form of a written amendment to this agreement which is formally approved and executed by the parties executing this agreement or their successors in office.

11. NOTICE: Any notice to be given parties to this agreement may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to PHYSICIAN or the Director of Public Health as applicable, at the last known mailing address of either.

12. TERM: The term of this agreement shall commence October 1, 1978, and shall terminate on June 30, 1979, unless sooner terminated by either party on thirty (30) days written notice to the other of such intent.

13. Services have heretofore been rendered to COUNTY since July 1, 1978, in contemplation of this agreement, for which services COUNTY shall pay at the rate of THIRTY DOLLARS ($30) per hour.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year hereinabove set forth.

COUNTY OF YOLO, a political subdivision of the State of California

CHAIRMAN OF THE BOARD OF SUPERVISORS

ATTEST:
LAURENCE P. HENIGAN, CLERK

BY Deputy

WILLIAM STANSELL, M.D.

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By DEPUTY COUNTY COUNSEL

EXHIBIT "A"

Table C

Medical Equipment
Main and Branch Jails

QUANTITY	ITEM	COST
2	Small refrigerators for storing liquid medications.	$439
2	Welch Allyn Opthalmoscopes and Otoscopes for ear and eye exams.	$396
2	Sphygmomanometers for checking blood pressure.	$174
2	Stethoscopes.	$ 65
2	Tuning forks #512 for neurological examinations.	$ 20
2	Tuning forks #1024 for neurological examinations.	$ 20
		$1,114

EXHIBIT "B"

STANDARDIZED PROCEDURES REGARDING HEALTH DEPARTMENT PROVIDER RELATIONSHIPS

Delineation of services and responsibilities of physician, PA, LVN's, Health Department Director.

Services & Responsibilities	Physician	P.A.	H.D. Director	LVN's
1. Program Administration	Consultative	Operations	Primary	---
2. Standardized Procedures	Consultative	Consultative	Primary	---
3. Diagnosis & Treatment Protocols Content	Primary	Consultative	Consultative & Program	---
4. Records	Final	Primary	Program	---
5. Diagnosis	Final	Preliminary	---	---
6. Prescriptions	Signs all	Recommends	---	---
7. Individual Patient Treatment Plans	Reviews on selected basis	Formulates plans	---	---
8. Examinations	Emergency & Secondary	Primary	---	---
9. Supervision of LVN's	---	Full	---	---
10. Direct Medical Care	Emergency & Secondary	Primary	---	Scheduled Administration of medications
11. Quality of Care	Primary	Secondary	Program	---
12. Medications (a)	Prescribes	Responsible for administration	---	Administration of medications
Security (b)	Consultative	Primary	Program	---
13. FNP Supervision	Medical	---	Primary	---

B. A. Cox

LVN Community Practice Group

Director

Physician

Physician's Assistant

EXHIBIT "C"

IV. DIAGNOSIS AND TREATMENT PROTOCOLS

A. EMERGENCY MEDICAL CARE

1. Identifying an Emergency

The deputies at the detention facilities must exercise reasonable judgment in evaluating what kinds of medical conditions are emergencies. Prisoners with serious or life-threatening conditions must receive immediate medical care. Examples of such conditions include:

a. Profuse bleeding.

b. Major injuries or burns.

c. Difficulty in breathing.

d. Cyanosis (blue color).

e. Loss of consciousness.

f. Acute abdominal or chest pain.

g. Violent uncontrollable behavior.

- Minor physical complaints and chronic conditions without acute change are not emergencies.

- When a deputy is uncertain as to whether a prisoner's complaint is an emergency, the deputy may obtain advice by telephone from the staff physician on call.

2. Emergencies During Normal Working Hours

During normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays), for prisoners requiring urgent emergency medical care a brief attempt should be made to contact the FNP/PA. If not immediately available, prisoner should be taken to Yolo General Hospital for evaluation and treatment by a staff physician.

3. After-Hour Emergencies

At times other than normal working hours, for prisoners requiring emergency medical care an attempt should made to contact the jail physician. If he is not immediately available and/or urgent measures are required, prisoner is to be taken to Yolo General Hospital in accordance with interagency agreement.

B. CONTINUATION OF ESSENTIAL MEDICATIONS

Many illnesses can be adversely affected by abruptly discontinuing medications. However, because there is such a large number of specific drugs that may be prescribed, certain classes of drugs should be continued by the nurse until a physician can be contacted.

The following information should be obtained from the admittee:

1. Drug name, dosage, frequency.
2. Name of physician who prescribed the drug and the last time the physician was seen.
3. The frequency with which the medication was actually taken in the last week.

Confirmation of the information should be attempted by:

1. Seeing the prescribed or the bottle of medication, or
2. Communication with the prescribing physician or his office.

The following classes of medication may be continued by the nurse if the patient has been taking it regularly during the preceding week. (Note date ordered)

Antiarthritis
Antiasthmatics
Antibiotics
Anti-cancer
Anticonvulsants
Antidiabetics
Anti-glaucomatous
Bronchial dilators
Cardiovascular preparations:
- Antianginal
- Antiarrhythmics
- Digitalis
- Hypotensives
- Diuretics

Contraceptives, oral
Hormonal preparations, steroids

These drug classes may be continued on the testimony of the admittee without confirmation until the admittee can be seen by the physician, unless the nurse questions credibility of information given by inmate.

Because of the abuse potential of the antipsychotic drugs, physician confirmation or prescription must be available to continue those medications.

C. DISCONTINUANCE OF MEDICATIONS

STOP ORDER POLICY

The following drugs are to be discontinued from date of order as specified below unless renewed by the doctor.

1.	Analgesics	10 days
2.	Narcotics	5 days
3.	Antibiotics	10 days
4.	Anticoagulants	7 days
5.	Antiemetics	3 days
6.	Sedatives and Hypnotics	3-5 days
7.	Dermatologicals	14 days
8.	Psychotherapeutics	7 days
9.	Antianemia Drugs	30 days
10.	Cardiovascular	30 days

D. OVER THE COUNTER DRUGS

Many minor problems can be symptomically improved with the use of non-prescription drugs. The following drugs may be ordered by the nurse or physician and given by LVN.

* Aspirin 650 mg. q.i.d. prn pain or Trianalgesic 750 mg ## q.i.d.
* Neosporin or Bacitracin Ointment prn minor wound

* Coricidin Cold Tablets 1 q.i.d. prn cold or Coricidin D or Dunducin for more severe symptons

Desenex Crema or powder b.i.d. prn hot or irritated feet

* Maalox liquid 15 to 30 cc prn indigestion
* Mylanta tablets prn indigestion
* Neo-synephrine intranasal q.i.d. nasal congestion.
Solarcaine spray prn minor burns

* Tylenol 650 mg. q.i.d. prn pain or fever

Medications that are starred (*) should not be given for more than 5 days without consulting a physician.

Milk of Magnesic 1 oz. stat constipation
Caroid Bile Salt II tabs stat constipation
Dulcolax tab ## prn constipation when all else has failed

Administration of all over the counter medicines must be recorded in the log book with inmates name, date, time, medicine given and name of person giving medicine.

E. TREATMENT PROTOCOLS - Specific Conditions

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E. TREATMENT PROTOCOLS

1. Wound Care

Definitions: A break in the skin

Management:

Treatment:

All wounds should be washed with an antiseptic soap, green soap or phisohex, and thoroughly rinsed with water. Wounds large enough to require suturing should be covered with a sterile dressing and then sent to Yolo General Hospital Emergency Room. Bacitracin or Neosporin ointment may be applied to minor wounds and then covered with a sterile dressing. All wounds should be checked 24 hours after treatment for signs of local infections (redness, swelling, heat). Wounds should be washed and have dressing changed daily until healing is well along.

The nurse should give an adult Diptheria-Tetanus booster in all wound cases where there has not been a booster in the last 5 years.

2. Acute Anxiety

Definition : Anxiety is a feeling of apprehension, uncertainty and fear.

Management:

Signs and Symptoms:

Maybe only the patient's subjective feelings but may also include tachycardia, restless movements, tremor, diaphoresis, and increased blood pressure.

Treatment:

Serax 15mg., 30mg. po 3-4x daily or Sinequan 50mg. H.S. To be used on a one time, non repeatable basis where there is significant anxiety, especially where an isolated identifiable temporary situational factor is predisposing. Attempts to verbally calm the patient should always be tried before medication is given. The nurse must also evaluate whether or not referral to the Yolo County Mental Health Services may be more appropriate.

3. Herpes Simplex

Definition: An acute virus disease marked by groups of watery blisters on borders of the lips or nose.

Management:

Signs and Symptoms

Recurrent small, grouped vesicles on an erythematous base, especially around mouth and nose. Burning and stinging are often present. Lymph nodes may be swollen and tender. May follow minor infections, trauma, stress, or sun burn.

Treatment

Cleanliness is of utmost importance. A registered nurse may initiate treatment with either #1 or #2 of the listed medication (below) when there is no evidence of infection. Crusting with possible bacterial infection -- then use #3.

1. Campho-phenique, apply topically, as needed, or

2. Vitamin A and D Ointment, apply topically, as needed

If crusting is present or any evidence of infection then use:

3. Bacitracin Ointment, apply topically, as needed.

NOTE: Differential diagnosis needs to be made for herpes zoster and impetigo. Healing takes 1-2 weeks. Recurrences are common. Topical corticosteroids are contraindicated.

4. Heroin Withdrawal

Definition: Symptoms produced by the absence of heroin in a person psychologically and physically dependent on the drug.

Management:

Signs and Symptoms

Mild: yawning, lacrimation, perspiration

Moderate: tremors, loss of appetite, insomnia

Severe: diarrhea, vomiting, muscle pain and cramps

Typically the onset of symptoms occurs 8 to 12 hours after the last dose reaching maximum intensity between 36 and 72 hours then gradually diminishing over 5 to 10 days. Weakness, insomnia, nervousness, and muscle aches and pains may persist for several weeks. In severe cases death may result. A history of heroin use and signs of needle tracts should be sought.

Treatment:

The nurse may give the following medications based on her evaluation of the severity of the symptoms:

SERAX - 15 to 30 mg. p.o. prn (nervousness, tremors, or muscle cramps) for nervousness for 1 week t.i.d. x 1 for 1 week, then b.i.d. x 1 week then d.c.

SINEQUAN 50-100 mg. ± H.S. insomnia x 2 weeks

DONNATAL TABLETS - 1 p.o. q.i.d. x 4 days prn abdominal cramping or diarrhea

or

COMBID SPANS - ± b.i.d. x 4 days

SINEQUAN 25-50 mg. ± q.i.d. x 1 week general nervousness (short term treatment.

If the patients condition worsens during treatment, physician evaluation should be sought as soon as possible.

5. Athlete's Foot, Dermatophytosis

Definition: A chronic superficial fungus infection of the skin of the foot or palms. Characterized by itching and burning of interdigital webs of foot, on palms, and soles.

Management:

Signs and Symptoms

Presenting symptom is usually itching, but burning, stinging, and other sensations, or frank pain from a secondary infection may be present. Often there is fissuring of toe webs, along with maceration and scaling of skin on soles. It may spread to palms. Deep vesicles may be present in acute stage.

Cause

Most infections are caused by Trichophyton and Epidermophyton.

Treatment

A registered nurse may initiate this treatment. All patients are to be seen at next available sick call so that treatment can be continued.

1. Keep shoes and feet dry -- use Desenex powder as often as necessary.

2. If lesions are dry, apply Tinactin Cream or Desenex Ointment at night. Wash ointment off in morning and use powder during the day.

Patient is to be seen by physician before giving the following treatment:

1. For weeping lesions, soak in Potassium Permangomanate 1:10,000 (KMnO 4, "Pink Solution") -- one 0.3 gm. (5 gr.) tablet to 3 liters of water, or 0.1 gm. (1½ gr.) tablet to 1 liter of water. Soak for half hour (½) every 4 to 12 hours as necessary.

2. For crusted lesions, soak in Burow's Solution of 50 ml (1 2/3 oz.) to 1 liter of water. Soak for half hour (½) every 4-12 hours as necessary.

3. For infected lesions, soak in warm water with liquid soap containing Hexachlorophene.

6. Alcoholic Withdrawal

Definition: The psychologic and physical manifestations that occur upon cessation of alcohol ingestion.

Management:

Signs and Symptoms:

A variety in a progressive spectrum - anorexia, insomnia, autonomic hyperactivity (fever, sweating, increased blood pressure), psychomotor agitation, hallucinations, disorientation, delusions and grand mal seizures. When the entire spectrum is evident a bona fide diagnosis of delirium tremens can be made, which untreated has a 10% to 20% mortality rate. Also helpful in making diagnosis is a history of excessive drinking and alcohol odor on breath. Withdrawl symptoms usually begin within the first 96 hours after the last drink.

Treatment:

Proper treatment can usually reverse the syndrome within 5 to 24 hours. Signs of adequate control include reduction in agitation and a decrease in pulse, blood pressure and temperature.

The nurse should give the following:

In moderately severe cases:

1. Serax 15-30 mg. q.i.d.
2. Thiamine 25 mg. p.o. or i.m. b.i.d. x 7 days.
3. Multivitamin p.o. q.d.

In mild to moderate cases:

1. Librax ± b.i.d.

If patient fails to stabilize and then improve fairly rapidly, he needs physician evaluation as soon as possible. A patient may need to take Dilantin if he has a seizure history with alcohol withdrawls.

7. Gingivitis & Aphthous Ulcer

Definition:

Gingivitis - An acute inflammation of the gums.

Stomatitis - (Canker Sore)-A shallow mucosal ulcer with flat, fairly even borders surrounded by erythema.

Management:

Signs and Symptoms

Gingivitis- Pain in gum area, bleeding of gums, fever, lymphadenopathy. Cause unknown. Probably not communicable. Often a symptom of other factors such as poor oral hygiene, inadequate diet, alcoholism, and other diseases such as infectious mononucleosis, nonspecific viral infections, bacterial infections, and diabetes mellitus.

Stomatitis-(Canker Sore)-Pain in local mucosal ulcer area, ulcer is usually surrounded by erythema. One or more ulcers may be present generally reoccur. Cause is unknown. May be associated with inflammatory bowel disease, nuts, chocolates, and citrus fruits may cause flare-ups.

Treatment

When the above symptom(s) are present a registered nurse may initiate treatment but if symptoms persist or worsen, the underlying causes need to be evaluated by a physician.

Gingivitis

1. Stress need for good oral hygiene with tooth brushing, dental flossing or use of stimudents.

2. 3% (10 volume) Hydrogen Peroxide in an equal volume of water for a mouthwash, as often as necessary (½ water and ½ peroxide). OR

3. Sodium Perborate Powder, 1 teaspoon in a glass of water as a mouthwash, as often as necessary.

Stomatitis (Canker Sore)

1. 3% (10 volume) Hydrogen Peroxide, apply topically, as often as necessary.

Note: Healing usually occurs in 1-3 weeks

2. If #1 is not effective, try 1% or 2% Gentian Violet, topically applied daily, for a maximum of 6 times.

8. Care of the Eye

Definition:

Conjunctivitis is an inflammation of the conjuctiva, resulting from an allergy, a bacterial, viral or rickettsial infection or physical or chemical trauma.

Injuries-types of eye injuries are acid or alkali burns, actinic keratitis (excessive sunlight), contusions and hematoma, corneal laceration or abrasion, and foreign bodies.

Management:

Signs and Symptoms

Conjunctivitis

Bacterial-may have no pain or blurring of vision, redness may be present; discharge of abundant purulence indicates infection caused by pneumococcus or gonococcus.

Viral-usually associated with pharyngitis, fever, malaise, redness, copious watery discharge and scanty exudate.

Allergic-bilateral tearing, itching, redness, and minimal discharge.

Acute conjunctivitis can easily be confused with acute Iritis and acute glaucoma, all of which present with red eye and discharge.

	Acute Conjunctivitis	Acute Iritis	Acute Glaucoma
Symptoms	Irritation-mild foreign body sensation	Eye ache with light sensitivity	Pain & blurred vision, sometimes nausea & vomiting
Vision	Normal	Normal to hazy	Markedly impaired
Signs	Diffuse injection both palpebral & bulbar conjunctiva.	Circumcorneal injection with tearing	Diffuse injection bulbar conjunctiva, steamy cornea with tearing
Pupil	Normal	Constricted	Dilated
Prognosis	Rapid response to antibiotics when bacterial cause	Slow response to steroids & mydriatics	Needs immediate medica and possibly surgical therapy

Injuries

Acid or Alkali Burns - may be caused by hair spray.

Actinic Keratitis - (ultraviolet keratitis) Usually 12 hours after exposure patient complains of agonizing pain and severe photophobia.

Contusions and Hematoma - subconjunctival hemorrhage, ecchymosis ("black eye"), hemorrhage into anterior chamber, and other severe symptoms. Injury may not be apparent for days or weeks.

Corneal Laceration - severe pain, especially with movement of lid over the cornea.

Foreign Bodies - usually pain; less pain on blinking when the eye is turned away from foreign body.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If there is any doubt about the symptoms and the condition, do not start medications, and check with physician. If symptoms persist for more than 3 days with treatment or worsen, patient should be seen by a physician immediately.

Acid or alkali burns and/or foreign bodies - Irrigate eye with normal saline solution, if available, or tap water for at least 20 minutes for burns.

It is easy to overlook a closed eye during irrigation. The eyelid should be held open. The progress of the procedure can be monitored with PH paper. If alkali burn, must remain normal for at least 7 minutes after stopping irrigation. All burns need to be sent to the emergency room as soon as possible. Cover eye with patch.

Mild Irritation without discharge - Patient should be advised to wash hands carefully before and after touching eye.

Visine, 3 or 4 drops into eyes, q.i.d., prn.

NOTE: Immediate physician evaluation is needed if there is marked pain in the eye or history of glaucoma.

Minor infection with non-purulent discharge, redness, and itching - if the above treatment is ineffective then start: Sodium Sulfacetamide (Sulamyd) Ophthalmic Solution 10% or ointment, 1-2 drops into eyes, every 4 hours. or

Neosporin Ophthalmic suspension, 3-4 drops into eyes, q.i.d., as necessary.

9. Pain or Headache

Definition:

Headache is a diffuse pain in different portions of the head and not confined to any nerve distribution area -- may be frontal, temporal, or occipital.

Pain is a protective mechanism of the body; an unpleasant reaction to massive stimulation of the sensory nerves -- a symptom of derangement of function, disease or injury of a part.

Management:

Signs and Symptoms

Headache - "Tension headache" is usually dull, drawing, pressing, burning or vague pain in occipital and supraorbital areas. Band-like contractions around head associated with emotional tension. The underlying cause of the headache should be investigated.

Pain - is observed by its nature, its cause and origin, its duration, its severity of the disease or disorder as well as the region in which it occurs. Nature -- severe, sharp, piercing, dull, mild, throbbing; duration -- remittent, persistent, sudden onset, slow in development; location -- region, area, relation to an organ.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If symptoms persist, the underlying cause should be investigated. Whenever possible use Tylenol in treatment of members of the Black race. The nurse may give:

For mild pain or headache:

Aspirin Compd. or enteric coated.

Aspirin, 5 gr. (adult), one or two tablets, every 3-4 hours, as needed. Do not give aspirin to person with Sickle Cell Disease. or

Tylenol, 325 mg., one or two tablets, every 3-4 hours, as needed.

NOTE: Patients with Sickle Cell Disease or receiving Anti-coagulant should have Tylenol -- not Aspirin.

Procedure for Care of Pain or Headache (Cont'd)

For moderate pain:

Trisalgesic gr. 7½ #i q.f.d. Check with physician if pain persists or worsens.

10. Mild Asthmatic and/or Mild Allergic Reactions

Definition:

Asthma is characterized by reversible airway obstruction produced by the combination of mucosal edema, hypertrophy of the bronchial musculature, and excessive secretion of viscid mucous.

Allergic Reaction (mild) is a hypersensitive state caused by the antigen antibody reaction that releases histamine from body storage sites.

Management:

Signs and Symptoms

Asthma - Recurrent attacks of wheezing, dyspnea, cough, and mucoid sputum. Nasal symptoms of itching, congestion, and watery discharge may precede attacks of wheezing.

Allergic Reaction (mild) - Flushing and or pallor, urticaria, itching (especially throat), erythema (diffuse hives), sometimes abdominal cramps, nausea, and vomiting.

Allergic Reaction (more severe) - Dyspnea, hypotension, persistent cough with frothy sputum. Seek medical care and follow order for anaphylactic reaction.

Treatment

When symptoms are present a registered nurse may initiate this treatment by giving one of the medications listed. If symptoms persist or worsen patient should be seen by a physician as soon as possible, or the physician be contacted for a verbal order to continue medication.

Asthma and Bronchospasm - If mild wheezing is present, without significant shortness of breath then:

1. Encourage intake of oral fluids.
2. Give: Tedral, one tablet, q.i.d., for 24 hours.
3. If patient is unable to take oral medications, then use Aminophyllin Suppository 200mg every 4 hours, times 2.
4. If above is not effective and symptoms of dyspnea, labored breathing, and anxiety are present, notify physician.

See - Order for Care of Anaphylaxis.

Mild Allergic Reaction (for severe reaction see anaphylactic reaction)

1. If urticara and diffuse hives are present give:

   Benadryl, 50mg., q.i.d. (adult), for 48 hours.

2. If symptoms are mild with running nose and eyes give:

   Chlor-Trimeton, 4mg., one tablet, q.i.d., for 48 hours.

11. Cardiac Problems

Definition:

Angina Pectoris is a clinical syndrome characterized by paroxysms of pain or compression in the anterior chest produced as a result of insufficient coronary blood flow and myocardial hypoxia.

Myocardial Infarction is a process by which myocardial tissue is destroyed in regions of the heart that are deprived of their blood supply after closure of the coronary artery or one of its branches, either by a thrombus or by obstruction of the vessel lumen by atherosclerosis.

Congestive Heart Failure is the occurrence of circulatory congestion from decreased myocardial contractility resulting in inadequacy of cardiac output to maintain the blood flow to body organs and tissues.

Management:

Signs and Symptoms

1. Angina Pectoris - A sensation of squeezing, burning, pressing, chocking, aching, bursting, "gas", or tightness. Not localized pain. It appears quickly during exertion, and increases rapidly until patient has to stop; in 80-90% of the time the discomfort is felt behind or slightly to the left of the sternum; short duration, subsides completely in three minutes without residual discomfort if patient stops to rest; blood pressure may elevate, relieved quickly by nitroglycerin.

2. Myocardial Infarction- A steady, constrictive pain not relieved by rest or nitrites; pain may radiate widely; profuse perspiration, moist clammy skin with pallor; dyspnea, weakness, fainting; nausea and vomiting; tachycardia or bradycardia.

3. Congestive Heart Failure - Left ventricular failure--dyspnea, exertional fatigue and weakness and nocturia; orthopnea; paroxysmal nocturnal dyspnea.

   Right ventricular failure--Anorexia, bloating, or exertional right upper abdominal pains; headache; weakness; excessive sweating; edema.

Treatment

If symptoms indicate cardiac failure--give O_2 at 6-8 liters/minute and call ambulance Stat. (Paramedics if available)

The nursing assessment of patient with chest pain is essential:

How intense is the pain--dull, sharp, boring, crushing, tearing?

Where is pain located? Does it radiate?

What is the time and mode of onset?

How long does the episode last?

What factors precipitate pain (breathing, coughing, walking, anger)?

What factors alleviate pain (rest, change in position)? Keep in comfortable position.

Monitor blood pressure, pulse, respiration --record.

With a history of prior use of nitroglycerin the following may be given:

Nitroglycerin, 0.04mg, sublingally may be used -- pain relief should be prompt (½ - 3 minutes) if it is an angina pectoris problem. May be repeated twice at 5 minute intervals. If chest pain not relieved send patient to hospital STAT.

Persons who are using Nitroglycerine for angina on admission to the jail may keep up to 10 tablets with them at all times.

12. Gastric Distress

Definition:

Pressure in epigastric area, heartburn, flatus, and pain or tenderness in epigastric area if peptic ulcer is present.

Management:

Signs and Symptoms

May be mild and vague -- pressure in epigastric, and flatus in abdomen. Pain may be gnawing, burning, cramp-like, or heartburn. Nausea and vomiting may be present. Distress is often 45-60 minutes after meals or at night. Symptoms are relieved with food, milk, antacids. If after 12 hours, epigastric pain persists or increases in intensity, or abdomen becomes extremely tender with board-like rigidity -- patient should be seen by physician. Hemorrhage may be manifested by giddiness, faintness, tachycardia, or tarry stools.

Treatment

A patient presenting symptoms of epigastric pain should have blood pressure and pulse checked to rule out possible cardiac problems that have similar symptoms. A registered nurse may initiate this treatment by giving one of the medications listed. If symptoms persist or worsen, the patient should be seen by physician.

1. Mylanta, 1 or 2 tablets, or 1 or 2 tablespoon, as necessary.

2. Celusil, or Maalox (liquid), 1 or 2 tablespoons every 2-4 hours, as necessary.

CAUTION: All patients on antacids need to be watched for diarrhea, constipation, and fecal impaction.

SPECIAL NOTE: The following drugs may aggravate peptic ulcer: Rauwolfia (Reserpine), Phenylbutazone (Butazolidin), and Salicylates (Aspirin), alcohol, caffeine.

13. Diarrhea & Constipation

Definition:

Constipation is hard, dry stools.

Diarrhea is loose and watery stools.

Management:

Signs and Symptoms

Constipation - Changes in color, consistency, and ease of expulsion--darker, harder, and difficult or painful to pass.

Cause - Inadequate fluids, low-residue diets, physical inactivity; or the following drugs, iron, belladonna, codeine, diuretics, calcium, and alumium hydroxide.

Diarrhea - Loose, watery, frequent stools, sometimes green with mucous shreds indicating a possible infection. "Tarry" color may indicate digested blood which may originate in upper G.I. tract. Bloody stools may indicate hemorrhage which may originate in rectal or anal region. Dark green stools may indicate excessive bile. Other color changes may be due to dietary excesses or effect of medications.

Treatment

A registered nurse may initiate the following treatment, following his/her evaluation of the symptoms, and/or other methods to relieve the symptoms have been unsuccessful. Cause should be evaluated if symptoms persist.

Acute Constipation - May be treated for 3 days consecutively.

1. Milk of Magnesia, 1 oz. at bedtime.

OR

2. Dioctyl Sodium Sulfuccinate, 400mg., 1 cap H.S., as needed.

OR

3. Caroid bile salt 2 Tablets daily, as necessary.

4. Dulcolax Suppository, as needed; or Dulcolax, 5mg., 1 or 2 tablets, as needed, H.S.

5. If above are not effective; Fleets, Baxter, or Travanal Enema may be used.

Chronic Constipation - should be referred to the physician.

Diarrhea - Uncomplicated diarrhea can be treated for 3 days. If vomiting accompanies diarrhea -- treat with either clear fluids or nothing by mouth if symptoms persist after 24 hours -- contact physician. If tarry stools are present, seek medical care.

1. Kaopectate, 2-4 tablespoonsful (adult), after each loose stool, as needed.

14. Care of Ear Infections, Pharyngitis, Sinusitis & Upper Respiratory Infections

Definition:

External Otitis is an infection in the ear canal usually due to bacteria, fungi, contact dermatitis, seborrheic dermatitis -- predisposing factors are swimming in contaminated water, trauma due to attempts to clean, etc.

Otitis Media is an inflammation of the middle ear, often accompanying or following upper respiratory disease.

Sinusitis is an infection of the sinuses -- may be acute or chronic.

Upper Respiratory Infection is an infection of the upper respiratory tract and may include common cold, grippe, acute bronchitis, and tracheobronchitis.

Management:

Signs and Symptoms

External Otitis - Itching and pain in the dry, scaling ear canals; there may be watery or purulent discharge present; pain is intensified with touching or moving auricle. Usually no fever nor deafness.

Suppurative Otitis Media - Pain, deafness, fever, chills, and a feeling of fullness and pressure in the ear. Usually follows URI. The tympanic membrane is red and bulging.

Serous Otitis Media - Slight pain, deafness, feeling of fullness in the ear. Tympanic membrane is gray, often retracted, an air fluid level may be seen. Often follows or accompanies URI.

Pharyngitis - Inflammation may be diffuse or localized; throat is dry and sore; fever, malaise; red and slightly swollen mucosa. If tonsillar pillars are involved there will be pus or exudate present -- also chills, fever, headache, anorexia. If larynx is involved there will be hoarseness present.

Sinusitis - Acute infection resemble those of acute rhinitis but are more severe; headache, facial pain, tenderness and swelling with nasal obstruction. Chronic infection may have no symptoms except non-productive cough.

Upper Respiratory Infection - Malaise, "feverishness" with usually little or no fever, headache and myalgia. Nasal discomfort (burning, fullness, itching) with watery discharge. Secondary infections may follow.

Treatment

When symptoms are present, a registered nurse may initiate this treatment. If there is evidence of an acute infection, elicite history of allergies to antibiotics and contact physician before starting antibiotics.

For External Otitis use:

Cortisporin Otic Drops, 4 drops into ear canals, q.i.d., as needed. and

Tylenol, enteric coated aspirin 5 gr., or APC (plain), 1 or 2 tablets every 4 hours, as needed for pain.

For suspect Serous Otitis Media, Pharyngitis, URI, Sinusitis use:

Actifed, 1 tablet q.i.d., prn congestion or

Triaminic expectorant two tablespoons q.i.d., prn congestion and cough. and

Tylenol, enteric coated aspirin 5 gr., or APC (plain), 1 or 2 tablets every 4 hours as needed for pain or fever.

If symptoms increase and the above are not effective, contact physician.

A throat culture should be done for most cases of pharyngitis, especially if fever, exudate, or tender cervical nodes are present.

15. Psychotic Episode Mental Agitation, Severe Nervousness, Depression

Definition:

Psychotic episode is a serious disturbance of behavior, affect or thought which makes the patient unable to cope with his life situation and interpersonal relationships.

Management:

Signs and Symptoms

A. Overactive

1. Disturbed, uncooperative, paranoid behavior.

2. Anxiety and panic-like state, tachycardia, fainting or passing out, hyperventilation, pacing, etc.

3. Assaultive and destructive.

4. Noisy. (verbally)

B. Underactive

1. Depression.

2. Fearfulness.

3. Slowing of responses.

4. Sad facial expression.

5. Suicidal potential.

Treatment

A. Overactive and Underactive

1. Determine (from family, jail staff, ambulance driver, etc.) if patient has had past mental illness, hospitalizations, injuries or serious illnesses, uses alcohol or drugs or has experienced crises in interpersonal relationships or intrapsychic conflicts.

2. Be interested and listen to patient -- encourage him/her to tell you their thoughts and feelings. Be calm, firm, and confident.

3. Suspect and evaluate suicide in every underactive person.

4. If behavior does not moderate with above, consult physician or Yolo County Mental Health Services.

B. Medication Administration

1. Overactive

May be treated as acute axiety (see Standarized Procedure) after evaluation and if appropriate.

2. Underactive

Should advise jail staff and other nursing staff to closely observe and may treat depression after evaluation, if appropriate. with Elavil 25-50mg t.i.d. prn x 3 days if Mental Health evaluation is pending.

16. Convulsive Disorders (Epilepsy)

DEFINITION:

EPILEPSY is a convulsive disorder characterized by abrupt transient symptoms of a motor, psychic, sensory, or autonomic nature., maybe associated with changes in consciousness -- probably are secondary to sudden transient alternations in brain functions associated with excessive rapid electric discharges. Onset of is before age 30 years, later onset suggests organic disease. Emotional disturbances play a significant "trigger role, and some seizures tend to occur during sleep.

MANAGEMENT:

SIGNS AND SYMPTOMS

1. GRAND MAL -- major epilepsy - An aura particular to the individual may precede the loss of consciousness, patient gen erally falls and cries out; skeltal muscles go into strong tonic contractions; dyspnea and cyanosis maybe present; severe generalized clonic convulsive movements begin seconds later; frothing at the mouth, loss of bladder and bowel control, and tongue biting may occur; flaccid coma follows; pupils dilate; maybe confused and disoriented when first awakens.

2. Petit Mal -- (minor epilepsy) - May include myoclonic jerks,akinetic seizures, and brief blank spells with a vacant expression, cessation of motor activity, and loss of muscle tone.

3. JACKSON EPILEPSY -- Seizure maybe motor, sensory, or autonomic in type which generally starts in a limb or in the face and spreads in a more or less orderly fashion to joining areas. Loss of consciousness may occur when seizure becomes generalized.

4. STATUS EPILEPSY -- Recurrent seizures without return of a good degree of consciousness between seizures.

TREATMENT:

If patient is known to have a convulsive disease and has the medication with him, it should be continued as prescribed. Have patient seen by physician at next sick call. If patient does not have medication with him but is known to have a convulsive disorder, check with his private physician for verification of medication and dosage or check with jail physician as to medications to be given if necessary. An inmate's word can be taken as to name and dosage of seizure medications to be taken, if within normal dosage range, until patient can be seen by the jail physician. Never withdraw anticonvulsive medications suddenly.

GRAND MAL -- A padded tongue blade to prevent tongue biting if it can be introduced without being forced. DO NOT Forcibly restrain. Request officers not to move an inmate when seizuring (unless safety is a factor) Prevent self inflicting injury. Immediately after the convulsion, turn person on side to prevent aspiration and clear airway.

DILANTIN 100mg. c Phj T cap. 3-4 times daily.

DILANTIN 100 mg. T cap. 3-4 times daily

MYSOLINE 250 mg. (only as prescribed)

STATUS EPILEPTICUS

1. Follow same procedure for grand mal seizures.
2. Monitor vitals signs.
3. Transport to the Emergency room immediately.

17. Anaphylactic Reactions

Usually occur after administration of drugs or other agents to which the patient has become sensitized. The reaction usually follows within seconds to minutes after exposure and may consist of light-headedness or syncope, flushing to pallor, paresthesias, generalized itching, palpitation and tachycardia, signs and symptoms of pulmonary edema, asthma and vascular collapse.

Treatment must be initiated immediately. This may be a life threatening reaction.

a. Epinephrine (1:1000 aqueous) 0.3-0.5 ml subcutaneously and massage injection site. May repeat 0.3 ml dose every 10-15 minutes X 2 as needed.

b. Maintain open airway (head positioning, airway, endotracheal tube, tracheostomy) as needed.

c. Aminophylline 500 mg IV and hydrocortisone 100 mg IV - for bronchospasm.

d. Transport to emergency room as soon as possible.

F. PROCEDURES

J. Communicable Disease Control

It is the responsibility of the Physician and Family Nurse Practitioner to inform the County Communicable Disease control officer whenever there exists in the jail facilities an actual or potential communi able disease problem. If, in the opinion of the CD officer, there is such a risk,it will be the combined responsibility of the Health Department, Jail Physician, and Sheriff's Department to take appropriate measures.

II. Stool Cultures

A. Instructions to Patient:

1. (follow procedure as outlined for Ova and Parasites) putting the portion of stool in the CULTURE specimen bottle. (see below)

2. Be sure a soft portion of the stool is used.

3. Bring specimen to laboratory within a few (2-6) hours of collection.

4. Shigella and Salmonella organisms, the cause of some of the common diarrheas, do not survive well in the preservative solution, thus chances of recovering the causative agent are lessened by delay in delivery of specimens to the lab.

5. Specimens for stool culture should be collected on three consecutive days.

Stool for Ova and Parasites

A. Obtain proper containers from laboratory.

B. Instructions to patient:

1. Place several sheets of newspaper above water level in toilet. Defecate onto this paper.

2. With the paddle provided, take a walnut-sized part of the stool (not the first plug) and place in the liquid in the sample bottle marked parasites.
MIX the stool and liquid well. (if not well mixed the specimen will be unsatisfactory)

3. Put another portion of the soft part of the stool in the bottle marked ova and MIX.

4. If stool is liquid, add about 1 tablespoon to each bottle.

5. Hard stools are not acceptable. Patient should wait until a soft stool is passed to collect specimens.

C. Do not refrigerate the specimen. (the preservative congeals)

D. Completely fill out proper laboratory report form. Enter jail physician's name, address, and the name of the jail. Be sure to put down any foreign places visited, and dates. Record date specimen collected. Be sure patient puts name on bottle.

E. Specimens for ova and parasites should be collected once a week for three weeks. The laboratory prefers to have these specimens come in on Monday. Reports may take up to two weeks.

III. Administering & Storing Legally Obtained Drugs

A. Legal Basis

Every facility administrator, in cooperation with the facility physician or the county medical officer, shall develop plans, establish procedures, and provide space and accessories for the secure storage and the controlled administering of all prescription drugs.

Source

Title 15, California Administrative Code, Section 1163 (see Appendix B, Part II).

B. Legal Requirements for Administering and Storing Drugs

1. All prescription drugs shall be stored in lockable cabinets or closets, and/or refrigerators located in the treatment area, assessible only to MDs or nurses. Non-legend drugs may be assessible to MDs or nurses or other designated personnel.

2. Before medication is administered, positive identification of the recipient is required.

3. Medication may only be administered according to MD's instructions.

4. Medication must be ingested in front of nurse or correctional officer.

5. Addictive substances must be administered in liquid or powdered or whenever possible.

6. When a prescribed substance is administered, it shall be recorded on the patient's rand card. If prescribed substance is refused or withheld, a notation to that effect should be made on the patient's rand card.or chart.

7. No medication shall be administered by an inmate.

Source

Title 15, California Administrative Code, Section 1163 (See Appendix B, Part II).

C. Handling of Medication Procedure

All prescribed medication may be given only on the order of a physician or ordered on standardized procedures. The medication should preferably be ordered in writing by the prescriber directly on the patient record. Such order should include the name of the drug, the strength, the time interval between doses, and the number of doses (not to exceed Stop Order Policy). Oral orders may be given only to a licensed nurse/P.A. and immediately recorded on the physician's order sheet in the patient's chart. The prescriber must within 72 hours countersign these order to verify them.

TYPE OR PRINT IN A BUSINESS LIKE FASHION. PLEASE TYPE OR PRINT DOWN AND ONLY ON A HARD SURFACE.

COMPLETE ALL APPLICABLE SPACES.

Yolo County
Agreement No. 78-335

OLIVETTI LEASING CORPORATION
500 PARK AVENUE, NEW YORK, N.Y. 10022
LESSOR

LEASE NO.

CREDIT INFORMATION

NATURE OF BUSINESS	YEARS IN BUSINESS
County Government	

CORPORATION ☐ PARTNERSHIP ☐ PROPRIETORSHIP ☐

HOME ADDRESSES OF PARTNERS OR PROPRIETOR

PRESENT BANK OF APPLICANT

BRANCH PHONE

NAME OF BANK OFFICER

EQUIPMENT LOCATION IF OTHER THAN AT ADDRESS SHOWN BELOW

EQUIPMENT DESCRIPTION

QUANTITY	MODEL NO.	SERIAL NO.	PRICE
1	Olivetti TES 501		$ 9,545.00
	Delivery + Installation		100.00

☐ MAINTENANCE SERVICE AGREEMENT FOR LEASE TERM SHOWN [$]

SEE INSTRUCTIONS REGARDING INCLUSION OF SALES OR USE TAX HERE

LESS TRADE IN IF ANY	$
SALES TAX	$ 578.76
TOTAL COST TO LESSOR →	$ 10,223.76

NO. OF MONTHS: 60	EQUIPMENT LEASE PAYMENTS	$ 237.65
NO. OF LEASE PAYMENTS: 60	MAINTENANCE SERVICE (if any)	$
LEASE PAYMENTS WILL BE MADE: MON. ☒ QUAR. ☐	SALES OR USE TAX AND LOCAL TAXES (See Paragraph 8(a) and (b) on reverse side)	$ 14.26
	TOTAL	$ 251.91

FIRST LEASE PAYMENT

CHECK FOR THIS AMOUNT MUST ACCOMPANY LEASE APPLICATION

$ 251.91

1st MO. ☒ QUAR. ☐

Lessor leases to Lessee and Lessee rents from Lessor the equipment listed above or, if separately scheduled, in the Schedule hereto annexed, marked Schedule "A" and made a part hereof, upon the following terms and conditions:

1. Said equipment will be located at the address of the Lessee unless otherwise as indicated above and will not be moved to a new location without written permission first given by Lessor, and Lessor acknowledges receipt of the first rental payment referred to above from Lessee. Any amounts received by the Lessor, at or prior to the date of this lease, in excess of the rentals due for the first month or quarter of the lease, shall be held as security for the performance of the terms of this lease. If Lessee is not in default hereunder, or under any other lease between the parties hereto, said security shall be applied toward the payment of rent at the end of the term of this lease, as indicated above. This lease shall commence on the date accepted by Lessor as set forth below. Lessee shall make his next rental payment hereunder no later than 30 days (if rentals are payable monthly) or 90 days (if rentals are payable quarterly) from the commencement date, at the sole discretion of Lessor.

2. LESSEE HEREBY ACKNOWLEDGES THAT HE HAS RECEIVED A COPY OF THIS LEASE AND HEREBY AUTHORIZES LESSOR TO INSERT IN THIS LEASE THE SERIAL NUMBERS, AND OTHER IDENTIFICATION DATA, OF THE EQUIPMENT WHEN DETERMINED BY LESSOR, DATE THE LEASE AND TO CORRECT ANY PATENT ERRORS.

THIS LEASE IS SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE WHICH ARE MADE A PART HEREOF AND WHICH LESSEE ACKNOWLEDGES THAT HE HAS READ.

Olivetti Corp of America BRANCH/AGENT: Caltronics Business Systems

ADDRESS: 610 Fulton Avenue

CITY: Sacramento STATE: CA ZIP CODE: 95825

SALESMAN: Claudia Weldon TELEPHONE NUMBER: (916) 482-8200

FULL LEGAL NAME OF LESSEE: County of Yolo

ADDRESS: 725 Court St

CITY: Woodland STATE: CA ZIP CODE: 95695

TELEPHONE NUMBER:

ACCEPTED:

_____, 19____

OLIVETTI LEASING CORPORATION, LESSOR

By _____
AUTHORIZED SIGNATURE

THE UNDERSIGNED AFFIRMS THAT HE IS A DULY AUTHORIZED CORPORATE OFFICER, PARTNER OR PROPRIETOR OF THE ABOVE NAMED LESSEE AND HAS THE AUTHORITY TO EXECUTE THIS LEASE ON ITS BEHALF.

X By (X) G. H. Jacob TITLE Director Gen. Svc.

DATE EXECUTED BY LESSEE 11-15 19 78

LEASE ORIGINAL

LESSEE'S SIGNATURE IN INK IS REQUIRED ON LEASE COPIES (Pages 1, 2 & 3)

76311 9/77

TERMS AND CONDITIONS CONSTITUTING PART OF LEASE ON REVERSE SIDE HEREOF.

3. Lessee may inspect the equipment at any time and Lessee agrees to keep it in good clean condition and repair at Lessee's expense and house the same in suitable shelter and not remove or otherwise dispose of his interest therein or any equipment or accessories attached thereto.

4. Lessee promises and agrees to pay all specified rental installments in advance on the date designated for the payment hereof without demand. Said rental shall be payable at the office of Lessor, or to such other person and/or at such other place as Lessor may from time to time designate in writing.

5. No title or right in said equipment shall pass to Lessee except the rights herein expressly granted. Plates or other markings may be affixed to or placed on said equipment by Lessor, or at Lessor's request by Lessee, at Lessee's expense indicating that Lessor is the owner thereof and Lessee will not remove the same. Upon the termination of the lease period, Lessee will return, briefly in turn, said equipment to Lessor in good condition as received less normal wear, tear and depreciation. Said equipment shall always remain and be deemed personal property even though affixed to realty or to this. All replacements, equipment, repairs or accessories made to or placed in or upon said equipment shall become a component part thereof and title thereto shall be immediately vested in Lessor and shall be included under the terms hereof. The Lessee agrees that the Lessor is authorized, at its option, to file financing statement(s) or amendments thereto without the signature of the Lessee with respect to any or all of the leased property or if a signature is required by law, then the Lessee appoints Lessor as Lessee's attorney-in-fact to execute any such financing statement(s) and further agrees to reimburse the Lessor for the expense of any such filing(s).

6. Lessor may assign this Lease and its assignee may assign the same. All rights of Lessor hereunder shall be enforceable by any assignee hereof and said assignee's title to the lease, to the rental herein provided for to be paid and to said leased equipment shall be free from all defenses, setoffs or counterclaims of any kind or character which Lessee may be entitled to assert against Lessor. Lessee hereby waives the same as against such assignee, it being understood and agreed that any assignee of Lessor does not assume any of the duties of the Lessor hereunder waived. It is further understood and agreed, however, that Lessee may separately claim against Lessor as to any matters which Lessee may be entitled to assert against Lessor. Lessee shall not assign this lease or any interest herein, or mortgage or hypothecate the lease or any interest or sublet said equipment without the prior written consent of the Lessor. Any attempted assignment, mortgage, hypothecation or sublease by Lessee without such consent shall be void.

7. Lessee assumes the entire risk of loss or damage to the equipment, whether or not covered by insurance, and no such loss shall release Lessee of its obligations hereunder. Lessee agrees to and does hereby indemnify and hold Lessor harmless of from and against all claims, costs, expenses, damages and liabilities, including reasonable attorney's fees resulting from or incident to the use, operation or storage of the equipment during the term of the agreement and while said equipment is in possession or control of the Lessee. Lessee agrees to keep the equipment insured to protect all interests of Lessor, at Lessee's expense against all risks of loss or damage from every cause whatsoever for not less than the unpaid balance of the lease rentals due hereunder or 80% of the then current value of said equipment, whichever is higher and in addition shall purchase insurance in an amount reasonable under the circumstances to cover the liability of Lessee for public liability and property damage. Said insurance policies and the proceeds therefrom shall be the sole property of Lessor and Lessee shall be named as an insured in all said policies and a sole loss payee in the policies insuring the equipment. The proceeds of such insurance, whether resulting from loss or damage or return premiums or otherwise, shall be applied toward the replacement or repair of the said equipment or the payment of obligations of Lessee hereunder at the option of Lessor. Lessee hereby appoints Lessor as Lessee's attorney in fact to make claim for, receive payment of and execute or endorse all documents, checks or drafts for loss or damage or return premium under any insurance policy issued on said equipment.

8. (a) Lessee agrees to use, operate and maintain said equipment in accordance with all laws, to pay all licensing or registration fees for said equipment and to keep the same free of levies, liens and encumbrances. To pay all taxes, assessments, fees and penalties which may be levied or assessed on or in respect to said equipment or any use or interest therein, or rental payments thereon, including but not limited to all federal, state and local taxes, however designated, levied or assessed upon the Lessee and Lessor or either of them, or said equipment or the use, operation, sale or ownership thereof. Lessor may pay such taxes and other amounts on behalf of Lessee if Lessee fails to do so as provided herein. On written request from Lessor, Lessee agrees to reimburse Lessor for reasonable costs incurred in collecting any taxes, assessments or fees for which Lessee is liable hereunder and remitting the same to the appropriate authorities.

(b) Lessee acknowledges that the sum being paid Lessor hereunder as local taxes is a periodic reimbursement of Lessor's estimate of property taxes assessable against the equipment over the term of the lease or any renewal thereof. Lessor shall file all personal property tax returns with respect to the equipment and Lessee shall not include the equipment on any such returns filed by him. Lessor reserves the right to alter its estimate of personal property taxes assessable against the equipment and to change the sums periodically payable by the Lessee for local taxes as circumstances indicate.

9. All advances made by Lessor to preserve said equipment or to pay insurance premiums for insurance thereon or to discharge and pay any taxes, assessments, fees, penalties, liens or encumbrances thereon shall be added to the unpaid balance of rentals due hereunder and shall be repayable by Lessee to Lessor immediately together with interest thereon at the rate of six (6%) per cent per annum until paid.

10. In the event Lessee shall default in the payment of any rent, additional rent, or any other sums due hereunder for a period of ten (10) days or in the event of any default or breach of the terms and conditions of this lease, or any other lease, between the parties hereto, or if any execution or other writ or process shall be issued in any action or proceeding against the Lessee, whereby the said equipment may be taken or distrained, or if a proceeding in bankruptcy, receivership or insolvency shall be instituted by or against the Lessee or its property, or if the Lessee shall enter into any agreement of composition with its creditors, breach any of the terms of any loan or credit agreement or default thereunder, or if the condition of the Lessee's affairs shall so change as to, in the Lessor's opinion, impair the Lessor's security or increase the credit risk involved, then and in that event the Lessor shall have the right to: (1) retake immediate possession of its equipment without any Court Order or other process of law and for such purpose, the Lessor may enter upon any premises where said equipment may be and may remove the same therefrom with or without notice of its intention to do same, without being liable to any suit or action or other proceeding by the Lessee. Lessor may, at its option, sell the equipment at public or private sale for cash or on credit and may become the purchaser at such sale. The Lessor shall be liable for arrears of rent, if any, the expense of retaking possession and the removal of the equipment, court costs, in addition to the balance of the rentals provided for herein, to which Lessor may be entitled. All sums due under the sale of said equipment, if any after deducting all costs of taking storage, repair and sale and a reasonable attorney's fee not to be less than an amount equal to fifteen (15%) per cent of the balance due at the time it is placed with an attorney, if allowed by law, and/or (2) accelerate the balance of rentals payable hereunder, thereby requiring prepayment of this lease, with all such rentals due and payable forthwith upon such notice of acceleration and demand for payment. Should Lessee fail to make such payment after this notice and demand, Lessor shall be entitled to institute appropriate legal proceedings against Lessee with the Lessee being responsible for said rentals, court costs, and a reasonable attorney's fee not to be less than an amount equal to fifteen (15%) per cent of said balance of said rentals payable. The said rights granted the Lessor herein shall be cumulative, and action upon one shall not be deemed to constitute an election or waiver of the other right of action, or any other right to which Lessor may be entitled. All sums due under the calculations above shall become immediately due and payable to be construed as liquidated damages rather than a penalty provision. The Lessee shall remain and be liable for the return of the equipment and any loss or destruction of, or injury to, the equipment, in the same manner as herein provided. Lessee hereby waives trial by jury in any action or proceeding arising hereunder. Whenever any payment is not made when due hereunder, the Lessee promises to pay to the Lessor or its assigns, not later than one month thereafter, an amount calculated at the rate of five cents per one dollar of each such delayed payment and to make such payments as liquidated damages ascertained by such delay, if allowed by law.

11. The omission by the Lessor at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants or provisions hereof by the Lessee at any time designated, shall not be a waiver of any such default or right to which the Lessor is entitled, nor shall it in any way affect the right of the Lessor to enforce such provisions thereafter. The Lessor may exercise all remedies simultaneously, pursuant to the terms hereof, and any such action shall not operate to release the Lessee until the full amount of the rentals due and to become due and all other sums to be paid hereunder have been paid in cash.

GUARANTY

Undersigned guarantees performance of above Lease by Lessee and payment of all sums due thereunder in event of default, hereby waiving any modification, amendment or extension and notice thereof.

(Signature)_____ An Individual

Home Address_____

RIDER TO LEASE

This is a Rider to the Lease executed by the COUNTY OF YOLO, as Lessee, on November 14, 1978, and OLIVETTI LEASING CORPORATION, as Lessor, Yolo County Agreement No. 78-335.

Since the staff of Lessee intends to request the appropriation of funds periodically to be paid for the equipment, if funds are not appropriated for the Lessee for payments required of it by this Lease for any future fiscal year, the Lessee shall not be obligated to pay the remainder of payments required of it by this Lease due beyond the later of the end of the then current fiscal year or the end of the month following that of adoption of the budget for Lessee which constitutes non-appropriation for this Lease. Such event will not constitute a default by Lessee. Lessee agrees to notify Lessor in writing of such non-appropriation at the earliest possible time.

In the event that funds are not appropriated as provided above and the Lessee is unable to make further payments due under this Lease by reason of said non-appropriation, Lessor will, within a reasonable time thereafter, enter and take the machines from Lessees premises and will retain all sums previously paid by Lessee to Lessor as full compensation for machine use; provided, however, that upon Lessee's request Lessee may, prior to such repossession, retain the machines during a reasonable period agreed to by Lessor at a monthly charge designated by Lessor, beginning on the first day following the period for which payment has been made hereunder.

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OFFICE OF THE
COUNTY COUNSEL
COUNTY OF YOLO
P.O. BOX 127
WOODLAND, CA 95695
TEL: (916) 666-8172

IN WITNESS WHEREOF, the paties hereto have executed this Agreement.

OLIVETTI LEASING CORPORATION, LESSOR

Date: _____ By: _____
AUTHORIZED SIGNATURE

COUNTY OF YOLO, a political subdivision, LEASEE

Date: _____ By: _____
G. R. JACOB, DIRECTOR OF GENERAL SERVICES

OFFICE OF THE
COUNTY COUNSEL
COUNTY OF YOLO
P.O. BOX 127
WOODLAND, CA 95695
TEL. (916) 666-8211

FILED

DEC 1 1978

LAURENCE P. HENIGAN, Clerk
By Barbara Rodgers
DEPUTY

AGREEMENT NO. 78-336

(Agreement to Release Hospital Discharge Data)

THIS AGREEMENT entered into this 14th day of November, 1978, between the County of Yolo, a political subdivision of the State of California, hereinafter referred to as COUNTY, and the Golden Empire Health Systems Agency, hereinafter referred to as GEHSA,

W I T N E S S E T H:

I. RECITALS:

A. GEHSA is undertaking a study of various hospitals within its eight county area relating to patient discharge data. The study will involve information on hospital drawing areas for speciality services, patient travel patterns, age, sex, specific utilization rates by small areas, utilization of hospital services by persons from outside the area, and seasonable variations in utilization of hospital services. Such information shall be used by GEHSA to evaluate the utilization and acute bed need formulas issued by the State Department of Health.

B. COUNTY desires to assist GEHSA in this study by making certain patient discharge data available to GEHSA. Under no circumstances shall any of this information identify, by name or otherwise, any individual patient.

II. AGREEMENTS:

A. COUNTY agrees to authorize a release to GEHSA of certain medical and hospital data as defined and for purposes set forth below. Such data shall cover patient discharge from

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COUNTY COUNSEL
COUNTY OF YOLO
P. O. BOX 127
WOODLAND, CA 95695
TEL. NO. (916) 666-8211

COUNTY'S Yolo General Hospital during the period from January 1, 1975, to June 30, 1976.

B. The following items of information, none of which identify individual patients, are to be collected by GEHSA from authorized sources:

age
sex
zip code
ethnic origin
admission date
discharge date
admitting service
admissions source
anticipated payment source
secondary payment source
discharge status
final primary diagnosis
final secondary diagnosis
surgical procedures
hospital identification code

C. COUNTY and GEHSA agree that the data so obtained will be used for the following purposes:

(1) Examination of appropriateness of current Health Facility Planning Areas based upon analysis of patient utilization pattern.

(2) Projections of future hospital beds and service

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needs based upon actual utilization experience.

(3) Description of patient market pattern.

(4) Definition of potential primary care access problems for various population groups.

(5) Examination of the relationship between population needs and hospital services with emphasis on out-of-area populations.

(6) Examination of utilization patterns as they impact the staffing and budgeting requirements of hospital.

D. COUNTY further agrees as follows:

(1) To review preliminary tabulations of the COUNTY'S data provided by GEHSA for accuracy and inform GEHSA of any discrepancies in the data prior to dissemination of the data.

(2) To provide GEHSA with the documentation for corrections, if COUNTY finds discrepancies in the data.

(3) To review the report and analysis and to provide GEHSA with written comments within two (2) weeks after receipt of the report.

E. GEHSA agrees that upon completion of the study, a copy of the COUNTY'S data and the associated analysis will be provided to COUNTY at no cost. Special tabulations of the COUNTY'S data will be available at cost from GEHSA.

F. GEHSA further agrees as follows:

(1) To reimburse those agencies authorized by COUNTY to release information for the agencies' costs of assembling, preparing and submitting the data described above

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COUNTY OF YOLO
P.O. BOX 127
WOODLAND, CA 95695
TEL. NO. (916) 666-8211

as billed by such authorized agencies.

(2) To provide COUNTY, within two (2) weeks after receipt of COUNTY'S data, a set of preliminary tabulations for verification of accuracy of data.

(3) To provide COUNTY with a copy of the report and analysis for review and comment before the report is finalized and released.

G. It is mutually agreed by the parties hereto as follows:

(1) GEHSA will maintain the information upon the completion of the analysis.

(2) That the term of this agreement shall begin on the day and year first above written, and shall expire on March 1, 1979.

(3) This agreement shall be construed and interpreted under the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date and year first above written.

GOLDEN EMPIRE HEALTH SYSTEMS AGENCY

BY _____
Title

COUNTY OF YOLO, a political subdivision of the State of California

BY _____
CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF YOLO, STATE OF CALIFORNIA

OFFICE OF THE
COUNTY COUNSEL
COUNTY OF YOLO
P. O. BOX 127
WOODLAND, CA 95695
TEL. NO. (916) 666-8211

YOLO COUNTY AGREEMENT NO. 78-337

DATA RELEASE AGREEMENT
BETWEEN
YOLO GENERAL HOSPITAL
AND
MCDONNELL DOUGLAS AUTOMATION COMPANY

1. The HOSPITAL hereby authorizes MCAUTO to release to Golden Empire Health Systems Agency (hereinafter referred to as "GEHSA's") or GEHSA's designated processor all patient abstracts submitted to MCAUTO by the HOSPITAL for the year 1975. It is understood by parties hereto that data released to GEHSA or its designated processor shall include identification by code of the HOSPITAL. (See attachment for detailed list of data elements).

2. The HOSPITAL shall hold MCAUTO harmless from any losses, damages, or liabilities arising from the use or disclosure of data releases to GEHSA or its designated processor under this authorization.

YOLO GENERAL HOSPITAL	MCDONNELL DOUGLAS AUTOMATION COMPANY
Signature Arthur H. Edmonds	Signature
Name Arthur H. Edmonds	Name
Title Chairman, Board of Supervisors, County of Yolo, State of California	Title
Date November 14, 1978	Date

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL
By
DEPUTY COUNTY COUNSEL

Coding Specifications

Item Number	Item Description	Codes
1	HSA #	02 = Golden Empire HSA
2	Hospital ID	227001 = Fremont Hospital
		227002 = Rideout Memorial
		227003 - Sutter County General
		301004 = Sierra-Nevada Memorial
		301005 = Miners Hospital
		303006 = Sierra Valley District
		303007 = Tahoe Forest
		305008 = Barton Memorial
		305009 = Marshall
		307010 = Auburn Faith
		309011 = Eskaton
		309012 = Kaiser
		309013 = Mercy San Juan
		309014 = Roseville
		309015 = Twin Lakes
		311016 = Community
		311017 = Mercy
		311018 = Methodist
		311019 = Sacramento Medical Center
		311020 = Sutter General
		311021 = Sutter Memorial
		313022 = Cowell
		313023 = Davis
		313024 = Woodland Memorial
		313025 = Yolo General
3	Time Frame	Month and Year MMYY
4	Zip Code	99999 = unknown

Coding Specifications

Item Number	Item Description	Codes
5	Age Group	1 = 0-4 2 = 5-14 3 = 15-44 4 = 45-64 5 = 65+
6	Sex	1 = Male 2 = Female 3 = Unknown
7	Diagnosis Group	1 = Infective Diseases 2 = Malignancy 3 = Benign Neoplasm 4 = Metabolic Diseases 5 = Diabetes 6 = Other Endocrine 7 = Hematology 8 = Mental Disorders 9 = CNS, Vascular 10 = Eye and Ear 11 = Other Nervous 12 = Acute Coronary 13 = Other Heart Disease 14 = Hypertension 15 = Vascular Disease 16 = Acute Upper Respiratory Infections 17 = Hypertrophy T & A 18 = Pheum & Bronchitis 19 = Other Respiratory 20 = Dental Disorders 21 = Mouth & Esophagus 22 = Stomach & Duodenum 23 = Appendicitis 24 = Hernia 25 = Other Intestine 26 = Liver - Gallbldr - Panc 27 = Genitourinary 28 = Diseases of Breast 29 = Female Genital 30 = Compl. of Pregnancy

Item Number	Item Description	Codes
7	Diagnosis Group (continued)	31 = Abortion 32 = Normal Delivery 33 = Complicated Delivery 34 = Complication of Puerperium 35 = Diseases of Skin 36 = Musculoskeletal 37 = Congenital Anomaly 38 = Diseases of Infancy 39 = Symptoms 4Ø = Fractures 41 = Other Trauma 42 = Adverse Effects 43 = Special Services 44 = Births 99 = Ungrouped Codes
8	Payment Source	1 = Medi-Cal 2 = Medi-Care 3 = Self 4 = Kaiser 5 = Insurance 6 = Other 9 = Unknown
9	Number of Discharges	
10	Patient Days	
11	Abstractor	1 = CPHA 2 = DCA 3 = MCAUTO 4 = Self 5 = Other 9 = Unknown

SY:daa
9-78

YOLO COUNTY AGREEMENT NO.78-338

JOHN F. FORBES & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE
AMERICAN GROUP OF C.P.A. FIRMS
WITH AFFILIATIONS
THROUGHOUT THE WORLD

555 CAPITOL MALL, SUITE 650
SACRAMENTO, CA 95814
TELEPHONE (916) 442-5628

October 31, 1978

FILED

NOV 14 1978

LAURENCE P. HENIGAN, Clerk
By Barbara Rodgers
DEPUTY

Mr. Lloyd H. Roberts
County of Yolo
292 West Beamer Street
Woodland, CA 95695

Dear Mr. Roberts:

In accordance with your request for a proposal to perform final audits of LPW Grant Nos. 07-51-21540 and 07-51-21497, we submit the following information:

1. We are "Independent Public Accountants" as defined in Section IV, Part B2 of the Department of Commerce "Audit Instructions for Local Public Works Grants Under Title I of the Public Works Employment Acts of 1976 and 1977", and certified public accountants.

2. We will comply with guidelines in the Department of Commerce "Audit Instructions for Local Public Works Grants Under Title I of the Public Works Employment Acts of 1976 and 1977". The scope of the audits and the resulting reports will be sufficient to meet the requirements of these instructions.

3. Classification of accountants:

   a. Partner; $45.00 per hour or $360 per 8 hour day.

   b. Senior; $25.00 per hour or $200 per 8 hour day.

   c. Staff; $16.00 per hour or $128 per 8 hour day.

4. We estimate that 20 man-days will be required to perform the audits.

5. We estimate the out-of-pocket costs to be $125.

6. The estimated maximum fee based on conditions present at the time of the job survey, and out-of-pocket costs to be charged for each of the audits, will not exceed $2,750.

7. We will submit separate audit reports for LPW Grant No. 07-51-21540 and LPW Grant No. 07-51-21497. We anticipate our examinations beginning within ten days of the completion date of LPW Grant No. 07-51-21540 and our reports will be delivered within sixty days of our starting date. If during the course of our examinations, it becomes apparent that we will not meet these deadlines, you will be promptly notified.

8. We agree that all the working papers prepared in connection with these audits shall be retained for a period of three years and that these working papers will be made available for examination, if requested, by duly authorized representatives of the Department of Commerce, Office of Audits.

9. We will comply with Section IV I of the Department of Commerce's (DoC) "Audit Instruction for Local Public Works Grants Under Title I of the Public Works Employement Acts of 1976 and 1977", in that we will promptly notify DoC's Regional Audit Manager if irregularities involving LPW grant funds as contemplated by this section of the Guide are encountered.

10. In accordance with the requirements of Section IV H of the Audit Guide any written communications by us to you regarding material weaknesses in internal accounting control would also be furnished to appropriate DoC Regional Audit Managers.

11. By acceptance of this proposal, you are authorizing us to comply with Sections 8, 9, and 10 of this letter.

Respectfully submitted,

Lloyd Gustafson

Lloyd M. Gustafson, Partner

If the terms of this engagement, as set forth in this letter are acceptable to you, you may so indicate by signing in the appropriate place designated below.

Accepted:

BOARD OF SUPERVISORS

Name and Title

CHAIRMAN, BOARD OF SUPERVISORS,
COUNTY OF YOLO, STATE OF CALIFORNIA

11/14/78

Date

APPROVED AS TO FORM
CHARLES R. MACK
COUNTY COUNSEL

By

DEPUTY COUNTY COUNSEL

AGREEMENT NO. 78-339

FILED

NOV 1 • 1978

LAURENCE P. HUNGAN, Clerk

By Barbara A. Rodgers DEPUTY

SUBDIVISION IMPROVEMENT AGREEMENT

Subdivision No. 2782
Unit No. 1-B

(Westwoods)

THIS AGREEMENT is made and entered into on this 14th day of November, 1978, by and between

J and L Properties

hereinafter referred to as "Subdivider" and the County of Yolo, hereinafter referred to as "County".

WHEREAS, the Subdivider proposes to subdivide and develop that area known and referred to as Subdivision No. 2782, Unit No. 1-B and promises to present plans and specifications for the development thereof.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. That the Subdivider will develop and construct in and adjacent to said Subdivision No. 2782, Unit No. 1-B Public improvements including but not limited to street improvements consisting of concrete curbs, gutters, sidewalks, and driveway aprons, asphalt paving and base, water distribution system, waste water collection system, and on-site and off-site storm drainage facilities necessary to adequately drain said Subdivision in accordance with said plans and specifications to be prepared in conformance with the standards imposed by law, all in accordance with said Yolo County Improvement Standards and Specifications and approved by the Department of Public Works and complete the same within twenty-four (24) months after the date hereon in good and workmanlike manner, and upon completion relinquish said improvements to the agency of jurisdiction as agreed upon herein.

2. That the Subdivider shall obtain and file with the County good and sufficient "Improvement Securities" in favor of the County of Yolo and in a form approved by the County Pursuant to Chapter 5, Division 2, Title 7, of the California Government Code. The amount of such "Improvement Securities" shall be as follows:

(1) Not less than fifty percent (50%) of the estimated costs of the public improvements to be constructed pursuant to Article 1 of this Agreement, to guarantee faithful performance.

(2) Not less than fifty percent (50%) of the estimated costs of the public improvements to be constructed pursuant to Article 1 of this Agreement, to guarantee payments to contractors, laborers, and materialmen.

3. That the Subdivider reserves the right to modify said plans and specifications as the development progresses, with written approval of the Director of Public Works of the County, should unforeseen conditions occur which may require such modifications.

4. That the Subdivider shall pay to the County the actual cost of checking plans and inspecting construction of improvements in accordance with the Yolo County Code Section 8-1.1107 prior to final acceptance of improvements and shall deposit $10,440.00 for said purpose.

5. That Subdivider shall indemnify and hold harmless the County from any and all loss, damage, or liability resulting from Subdivider's performance or non-performance of his duties under this Agreement, or from negligence of himself or his agents, servants, and employees, and all action or causes of action filed by any person or persons claiming damage caused by the development of said Subdivision No. 2782, Unit No. 1-B.

6. That Subdivider will furnish County evidence acceptable to the County of insurance, insuring County against Claims for personal liability and property damage arising in the course of construction of improvements required herein in the sum of $500,000 in respect to personal injuries and/ or death of any one person, $1,000,000 in respect to personal injuries or death for any one occurrence and $500,000 in respect to property damage in any one occurrence.

7. That Subdivider shall notify the Director of Public Works of the commencement of the work of improvements.

8. That the completion of the development of said Subdivision No. 2782, Unit No. 1-B shall be the date as of which the Board of Supervisors shall, by resolution duly passed and adopted, accept said improvements according to said plans and specifications, as modified, if such modification is required under the terms hereof, and the Subdivider is notified thereof in writing. Neither passage of said resolution hereinabove referred to, nor periodic or progress inspection or approval shall bind the County to accept said improvements, or waive any defect in the same or any breach of this agreement. Acceptance of any part or state of said improvement shall not be final until the written notice of final acceptance of all the improvements shall have been delivered to the Subdivider as required herein.

It is mutually understood and agreed that off-site improvements (consisting of a portion of Linden Road, the temporary storm drain pumps and outfall ditches shown on the plans "to be constructed by others") are to be constructed as an integral part

of Subdivision No. 2782-1A, "Larchmont Summerfield". It is further agreed that none of the public improvements constructed as a part of this subdivision shall be accepted by Yolo County until and after such time as all "off-site" improvements to be constructed by others" are fully completed and accepted by the County of Yolo.

In the event of default or failure on the part of the Developer of Subdivision No. 2782-1A to construct those improvements shown "by others", the Subdivider shall do all things necessary to complete or cause to be completed the balance of said portion of Linden Road, Temporary Storm Drain Pump as Outfall Ditches and may be incomplete in accordance with plans approved therefore.

9. That the Subdivider agrees to remedy any defects in the improvement arising from faulty or defective construction of said improvements occurring within twelve (12) months after acceptance thereof.

10. If the construction of the work or improvement should be delayed without fault of Subdivider, the time for the completion thereof may be extended by the County for such period of time as the County may deem reasonable.

11. That should the Subdivider fail to construct said improvements, repairs, or corrective work within the time or times specified in this Agreement or amendments thereto, the County may, at its option, complete the same and recover the cost thereof from the Subdivider.

12. Where required pursuant to the provision of Section 66496 of the California Government Code the Subdivider shall furnish the County a bond or cash deposit in the amount of $1,200.00 guaranteeing payment of the cost of setting monuments of survey.

13. It is mutually understood and agreed that when the work of improvement is accepted as defined herein, fifteen percent (15%) or five hundred dollars ($500.00), whichever is greater, of the "Improvement Security" shall be retained by the County to guarantee the faithful performance of the provisions of Paragraph 9 of this Agreement.

14. Any extension of time hereunder shall not operate to release the surety on the Improvement Securities filed pursuant to this Agreement. In this connection, the security waives the provisions of Section 2819 of the Civil Code of the State of California.

15. The acceptance by County of bonds required herein is conditioned upon surety's fulfillment of the prerequisites set forth in Rule 242 (a), formerly Rule 29(a) of the Rules for the Superior Court, State of California.

16. Time is of the essence of each and all the provisions of this Agreement, and the provisions of this Agreement shall

extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties have hereto set their signatures as of the date first above named herein.

COUNTY OF YOLO

By _____
CHAIRMAN OF THE BOARD OF SUPERVISORS

SUBDIVIDER

By _____ Jack T. Sweigart

By _____ Larry A. Carter

ATTEST:

LAURENCE P. HENIGAN
County Clerk

By _____
Deputy

Recommended for Approval to the Board of Supervisors of the County of Yolo:

_____
Director of Public Works

APPROVED AS TO FORM:

_____
COUNTY COUNSEL

B. Pay all escrow and recording fees incurred in this transaction including documentary tax stamps, if required, and if title insurance is desired by the County, the premium charged therefor.

C. Upon completion of this project, known as County Road No. 87, Work Order Number 4276 and the opening of the same to public travel, the Board of Supervisors, pursuant to Section 960.1 of the Streets and Highways Code, will abandon all that portion of County Road No. 87 superceded by construction of this project.

D. During construction of this project the County will:

1. Remove the existing pavement and base of that portion of County Road 87 which is to be superceded by new construction. Areas of pavement and base removal will be backfilled with native material and graded to a smooth contour.

2. Construct gravel field access driveway at Northwest corner of Grantor's property, equal in width to the existing driveway with the necessary roadside culvert.

III. It is mutually understood and agreed that upon completion of the above mentioned drivedway, it shall be considered as an encroachment under permit upon the County Road and is to be maintained, repaired, and operated as such by Grantor in accordance with and subject to the laws of the State of California and the rules and regulations of the Department of Public Works of the County of Yolo.

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COMMENCING at the R.R. spike at the intersection of County Roads 87 and 19 as said spike is shown on that certain Record of Survey filed in Book 10 of Maps and Surveys at Page 49 on January 28, 1969, Yolo County Records; thence North 00°16'40" West 1106.92 feet along the centerline of said Road 87; thence North 81°05'20" East 30.34 feet to the intersection of the Easterly right of way line of Road 87 with the Northerly right of way line of Road 17; thence North 81°05'20" East 8.72 feet along said Northerly right of say line of Road 17 to THE TRUE POINT OF BEGINNING: THENCE continuing along said Northerly right of way line of Road 17 North 81°05'20" East 16,83 feet to a point of cusp with a tangent curve, concave to the Northeast, with a radius of 25.00 feet, through a central angle of 39°39'21", with a chord bearing North 79° 04'59" West 16.96 feet an arc length of 17.30 feet to the Easterly right of way line of Road 87; thence South 00°16'40" East 5.82 feet along said Easterly right of way line of Road 87 to the true point of beginning.

Containing 0.001 acres.

has been executed and delivered to Lloyd H. Roberts, Director of Public Works of the County of Yolo.

In consideration of which, and the other consideration hereinafter set forth, it is mutually agreed as follows:

I. The parties have herein set forth the whole of their agreement.

The performance of this agreement constitutes the entire consideration for said document and shall relieve the County of Yolo of all further obligations or claims on this account, or on account of the location, grade and construction of the proposed public improvement.

II. The County shall:

A. Pay the undersigned grantors the sum of $1263.60 for the property as conveyed by Grant Deed No. 78-24 (herein described) within sixty (60) days after date title to said property vests in, or is in escrow for the County of Yolo, free and clear of all liens, encumbrances, assessments, easements, and leases recorded and/or unrecorded.

This transaction will be handled through an escrow number 74403 with Western Title Guaranty Company of Woodland.

B. Pay all escrow and recording fees incurred in this transaction including documentary tax stamps, if required, and if title insurance is desired by the County, the premium charged therefor.

C. Upon completion of this project, known as County Road No. 87, Work Order Number 4276 and the opening of the same to public travel, the Board of Supervisors, pursuant to Section 960.1 of the Streets and Highways Code, will abandon all that portion of County Road No. 87 superceded by construction of this project.

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IN WITNESS WHEREOF, the parties have executed this agreement the day and year first written:

GRANTORS

Everardo Lopez
EVERARDO LOPEZ

Lucille Lopez
LUCILLE LOPEZ

Dated: November 20th 1978

Recommended for Approval

By Lloyd H. Roberts

Arthur H. Covell
CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF YOLO, STATE OF CALIFORNIA

NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED.

APPROVED AS TO FORM

Robert Dep
County Counsel of Yolo County